User Operation Manual

Pakistan Unified Corporate Action Reporting System (PUCAR)

Version 1.2 Final

Nov 19, 2013

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1. Revision History

Revision History				
S. No.	**Date**	**Version**	**Status**	**Changes**
1.	Nov 18, 2013	0.1	Draft	Initial Draft Version
2.	July 12, 2013	1.1	Final	Incorporating all the reviewed changes
3.	Nov 19, 2013	1.2	Final	Updating images, remove “SCRIP SNAPS” and “FINANCIALS” tabs from main screen.

2. User Operational Manual

2.1. General Information

2.1.1. System Overview

2.1.1.1. Web Based Announcement System PUCAR

Due to some short coming in Fax Solution manual procedure, KSE has decided to introduce automated centralized web based system "Pakistan Unified Corporate Action Reporting System" (PUCAR) for required participants. The benefits of using PUCAR are given as under:

2.1.1.2. Features &Benefits

- Efficiently deliver the financial information to the required participants in a secure and timely manner.
- Provide equal opportunity for all market participants to receive information on time.
- Minimize the human interventions.
- Uses web posting which provide global accessibility of the system for every participant.
- Provide reduction in paper work.
- User friendly Interfaces.
- Uses RSA-Secure ID which is the world's most popular and secure enterprise authentication solution that offer secure internal and remote network access and easy to use "zero foot print" options.

2.1.2. Authorized Use Permission

The PUCAR application is the sole property of KSE and is intended to be used by authorized personnel only and not intended for general public usage. The application is not permitted to be reproduced or transmitted in any form by any means, copying, emailing, or otherwise, without prior written permission of KSE. Failure to do so will be treated as per the KSE policies in this regard.

2.2. System Summary

2.2.1. System Configuration

System configuration for efficient and effective of use PUCAR is as follows:

- **Operating System***:* User's choice
- **Hardware:** Core 2 Duo / i3 / i5/ i7 based machine, minimum 1 GB RAM, network card manageable.
- **Application Software:** Recommended Microsoft Internet Explorer V8 or higher or as prescribed by KSE IT department.

2.2.2. Data Flow

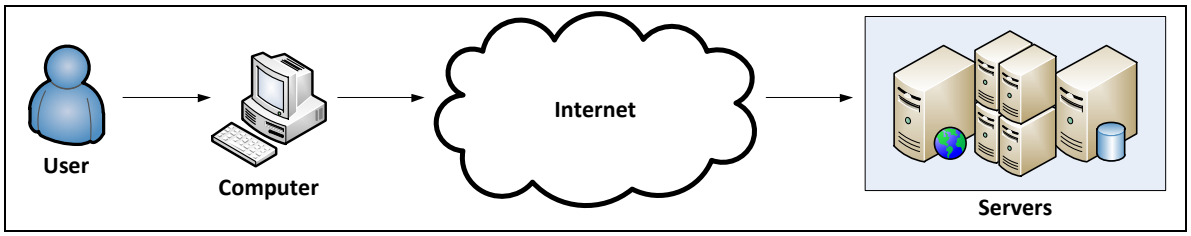

Figure1: PUCAR Data Flow

2.3. About The Document

This document is a training resource for users using the PUCAR application. It explains the tasks as performed by user.

2.3.1. Mouse Conventions

This document uses the following terms to describe mouse actions:

Term	Action
Left-click	Press the left mouse button once.
Right-click	Press the right mouse button once.
Double-click	Press the left mouse button twice rapidly without moving the mouse.
Select	Point to an item and press the left mouse button.

2.3.2. Windows/Screen Conventions

All standard internet browser conventions are followed.

2.3.3. Page Layout of Document

The following sections of this document will describe the functionality of the PUCAR application, screen by screen.

In order to facilitate the user to understand how a task will be performed, this document displays a snapshot of corresponding screen that shows graphically where the respective element (button, link etc.) is placed on the screen, how to invoke the task and what action to perform on that element.

Arrows are placed in red color pointing to respective element of the screen for the task that user is going to perform. For example, following figures display what are screen elements and how user interacts with them:

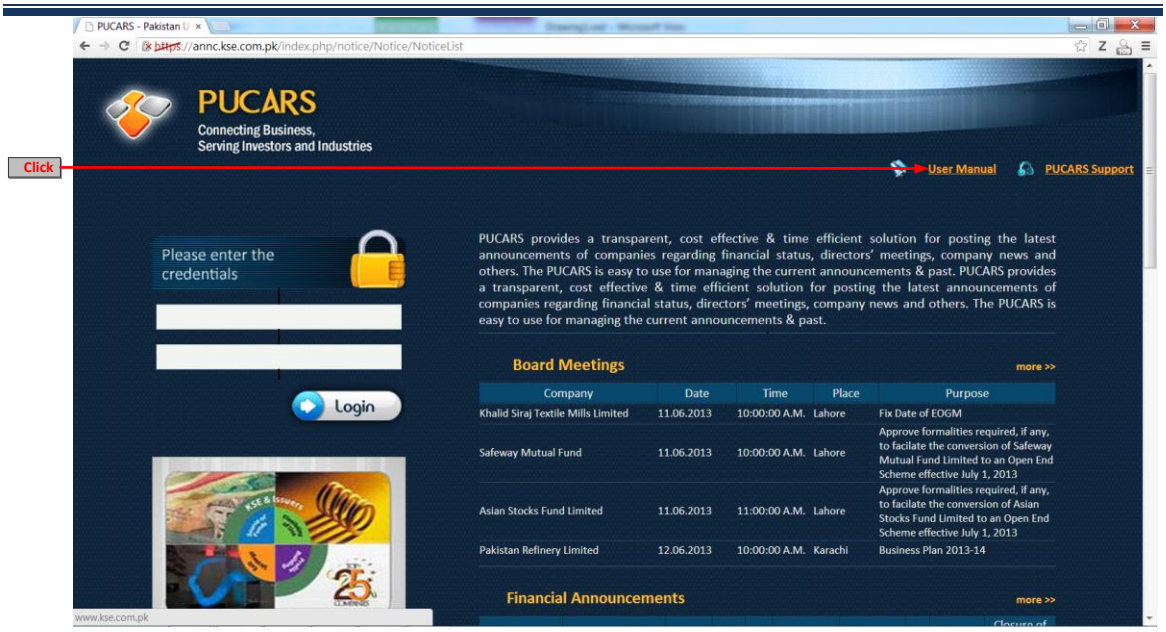
Click
PUCARS
Connecting Business,
Serving Investors and Industries
User Manual
PUCARS Support
Please enter the credentials
Login
PUCARS provides a transparent, cost effective & time efficient solution for posting the latest announcements of companies regarding financial status, directors' meetings, company news and others. The PUCARS is easy to use for managing the current announcements & past.
Board Meetings
more >>
Company | Date | Time | Place | Purpose
Khalid Siraj Textile Mills Limited | 11.06.2013 | 10:00:00 A.M. | Lahore | Fix Date of EOGM
Safeway Mutual Fund | 11.06.2013 | 10:00:00 A.M. | Lahore | Approve formalities required, if any, to facilate the conversion of Safeway Mutual Fund Limited to an Open End Scheme effective July 1, 2013
Asian Stocks Fund Limited | 11.06.2013 | 11:00:00 A.M. | Lahore | Approve formalities required, if any, to facilate the conversion of Asian Stocks Fund Limited to an Open End Scheme effective July 1, 2013
Pakistan Refinery Limited | 12.06.2013 | 10:00:00 A.M. | Karachi | Business Plan 2013-14
Financial Announcements
more >>
www.kse.com.pk

Figure 2: Example User Interaction on Login Screen

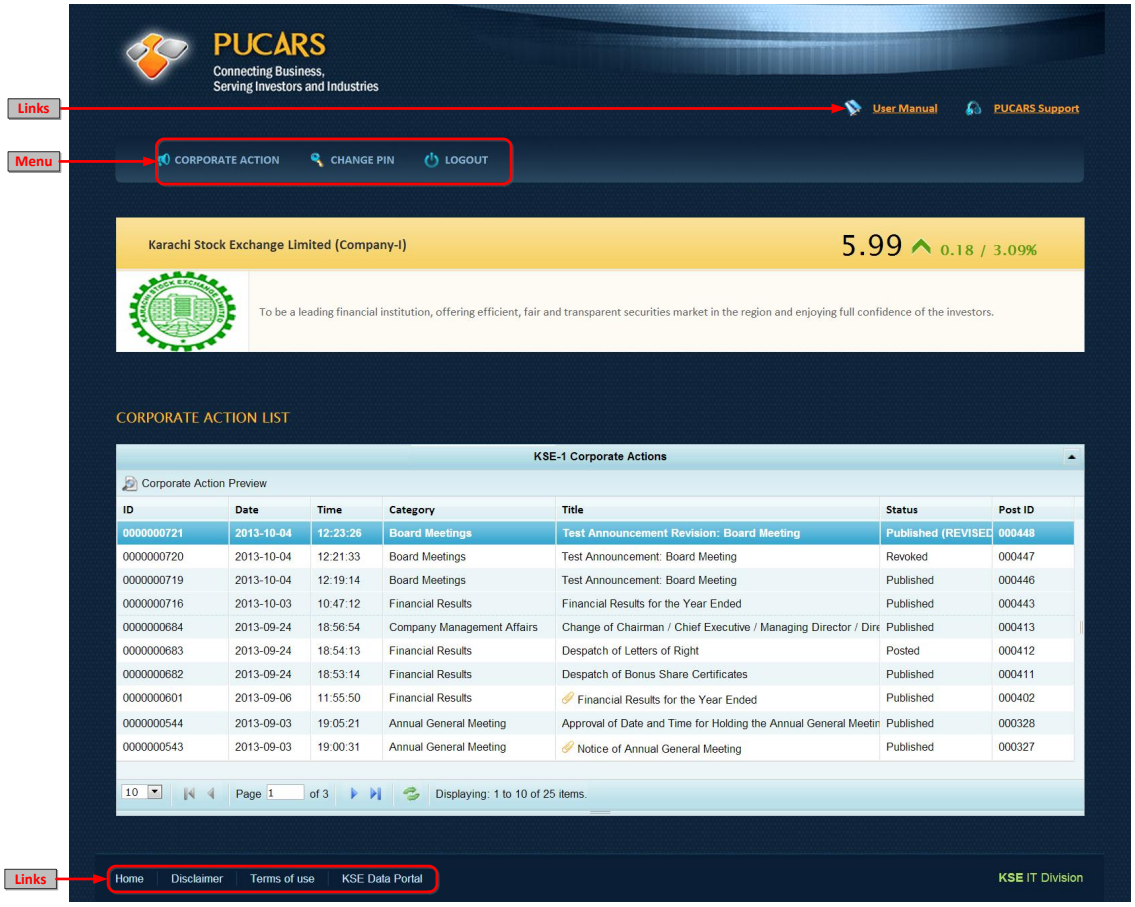
Links
Menu
PUCARS
Connecting Business,
Serving Investors and Industries
User Manual
PUCARS Support
CORPORATE ACTION
CHANGE PIN
LOGOUT
Karachi Stock Exchange Limited (Company-I)
5.99 0.18 / 3.09%
To be a leading financial institution, offering efficient, fair and transparent securities market in the region and enjoying full confidence of the investors.
CORPORATE ACTION LIST
KSE-1 Corporate Actions
Corporate Action Preview
ID | Date | Time | Category | Title | Status | Post ID
0000000721 | 2013-10-04 | 12:23:26 | Board Meetings | Test Announcement Revision: Board Meeting | Published (REVISED | 000448
0000000720 | 2013-10-04 | 12:21:33 | Board Meetings | Test Announcement: Board Meeting | Revoked | 000447
0000000719 | 2013-10-04 | 12:19:14 | Board Meetings | Test Announcement: Board Meeting | Published | 000446
0000000716 | 2013-10-03 | 10:47:12 | Financial Results | Financial Results for the Year Ended | Published | 000443
0000000684 | 2013-09-24 | 18:56:54 | Company Management Affairs | Change of Chairman / Chief Executive / Managing Director / Dire | Published | 000413
0000000683 | 2013-09-24 | 18:54:13 | Financial Results | Despatch of Letters of Right | Posted | 000412
0000000682 | 2013-09-24 | 18:53:14 | Financial Results | Despatch of Bonus Share Certificates | Published | 000411
0000000601 | 2013-09-06 | 11:55:50 | Financial Results | Financial Results for the Year Ended | Published | 000402
0000000544 | 2013-09-03 | 19:05:21 | Annual General Meeting | Approval of Date and Time for Holding the Annual General Meetin | Published | 000328
0000000543 | 2013-09-03 | 19:00:31 | Annual General Meeting | Notice of Annual General Meeting | Published | 000327
10 Page 1 of 3 Displaying: 1 to 10 of 25 items.
Links
Home
Disclaimer
Terms of use
KSE Data Portal
KSE IT Division

Figure 3: Screen Elements and Functions on Main Screen

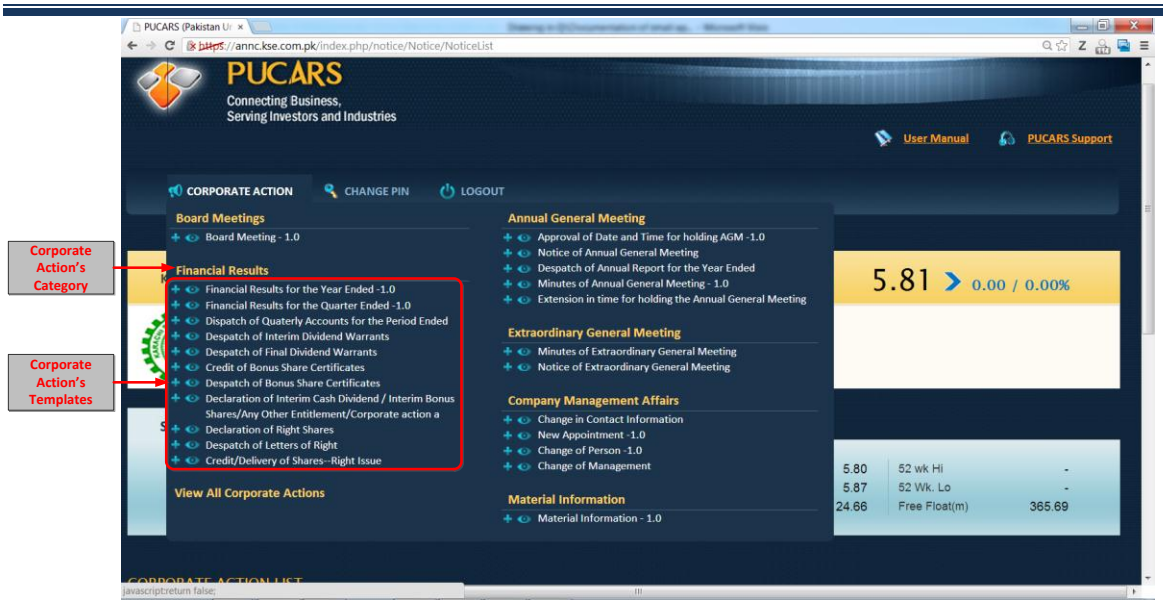

Figure 4: Screen Elements and list of Corporate Actions

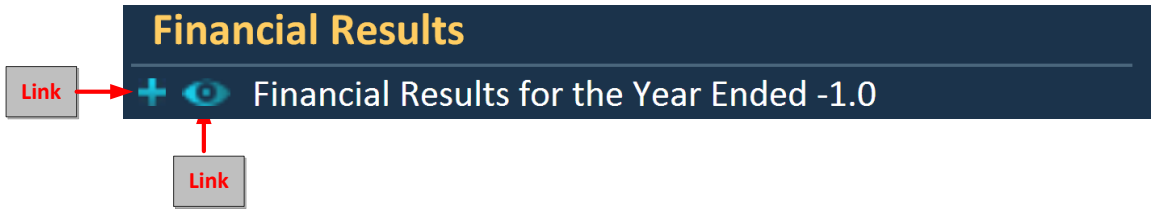

Figure 5: Manage Corporate Actions

This document also displays some additional or important information to be given to the user for a task when and where required. Following is the example how that information is displayed where a "Bell image" is used and the informative text is displayed next to it:

Additional / Important Information

Figure 6: Additional / Important Information

This document also displays system's response (if required) where user interact with the fields. It will be displayed in *Italic in different color*. Following is the example how that information is displayed:

"System validates User Id and Passcode ….."

3. USING THE SYSTEM

3.1. PUCAR Process Flow Diagrams

Given below are process flow diagrams that depict different actions user may perform on a Corporate Action. Note: "Start" means that user has successfully logged into the system.

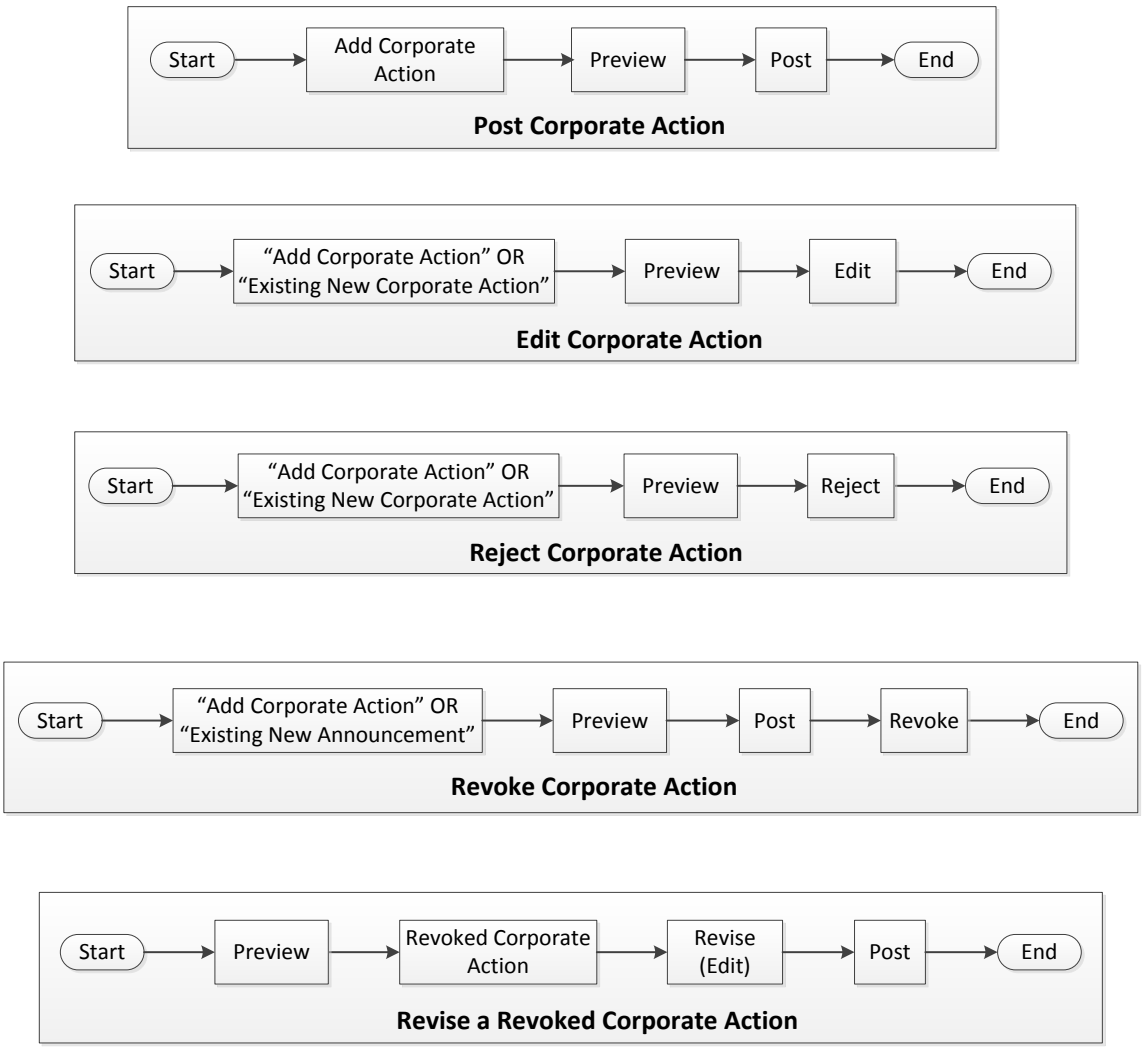

Figure 7: PUCAR Process Flow Diagrams

3.2. Login

The Login Screen of PUCAR allows the user to login into the system. User is authenticated against the user id and passcode as stored in the system.
Login screen also shows information about some events like Board Meetings, Financial Announcements, Disclaimer and Terms of Use.

User may invoke the login screen as follows:

- User enters the URL https://www.pucars.com on internet browser.
- *System shows login screen.*

PUCARS
Connecting Business,
Serving Investors and Industries
User Manual
PUCARS Support
Please enter the credentials
Login
Login Fields
PUCARS provides a transparent, cost effective & time efficient solution for posting the latest announcements of companies regarding financial status, directors' meetings, company news and others. The PUCARS is easy to use for managing the current announcements & past. PUCARS provides a transparent, cost effective & time efficient solution for posting the latest announcements of companies regarding financial status, directors' meetings, company news and others. The PUCARS is easy to use for managing the current announcements & past.
Board Meetings
Company | Date | Time | Place | Purpose
Khalid Siraj Textile Mills Limited | 11.06.2013 | 10:00:00 A.M. | Lahore | Fix Date of EOGM
Safeway Mutual Fund | 11.06.2013 | 10:00:00 A.M. | Lahore | Approve formalities required, if any, to facilate the conversion of Safeway Mutual Fund Limited to an Open End Scheme effective July 1, 2013
Asian Stocks Fund Limited | 11.06.2013 | 11:00:00 A.M. | Lahore | Approve formalities required, if any, to facilate the conversion of Asian Stocks Fund Limited to an Open End Scheme effective July 1, 2013
Pakistan Refinery Limited | 12.06.2013 | 10:00:00 A.M. | Karachi | Business Plan 2013-14
Financial Announcements
Company | For the Year/Half Year/Quarter Ended | Dividend | Bonus | Right | Profit/(Loss) Before Taxation | Profit/(Loss) After Taxation | EPS (Rs.) | Annual General Meeting | Closure of Share Transfer Books
Shadman Cotton Millis Limited | 31.03.2013 Nine Months | - | - | - | 49.243 | 19.205 | 1.09 | 29.06.2013 EOGM+ | 22.06.2013 to 29.06.2013
Shadman Cotton Millis Limited | 31.12.2012 Half Year | - | - | - | 38.787 | 19.224 | 1.09 | - | -
Dreamworld Limited | - | - | - | - | - | - | - | 28.06.2013 EOGM# | 22.06.2013 to 28.06.2013
Security Investment Bank Limited | - | - | - | - | - | - | - | 29.06.2013 EOGM# | 23.06.2013 to 29.06.2013
Nestle Pakistan Limited | - | - | - | - | - | - | - | 01.07.2013 EOGM# | 25.06.2013 to 01.07.2013
KSE
The Karachi Stock Exchange (Guarantee) Limited
Home | Disclaimer | Terms of use | KSE Data Portal
KSE IT Division

Figure 8: PUCAR Login Screen

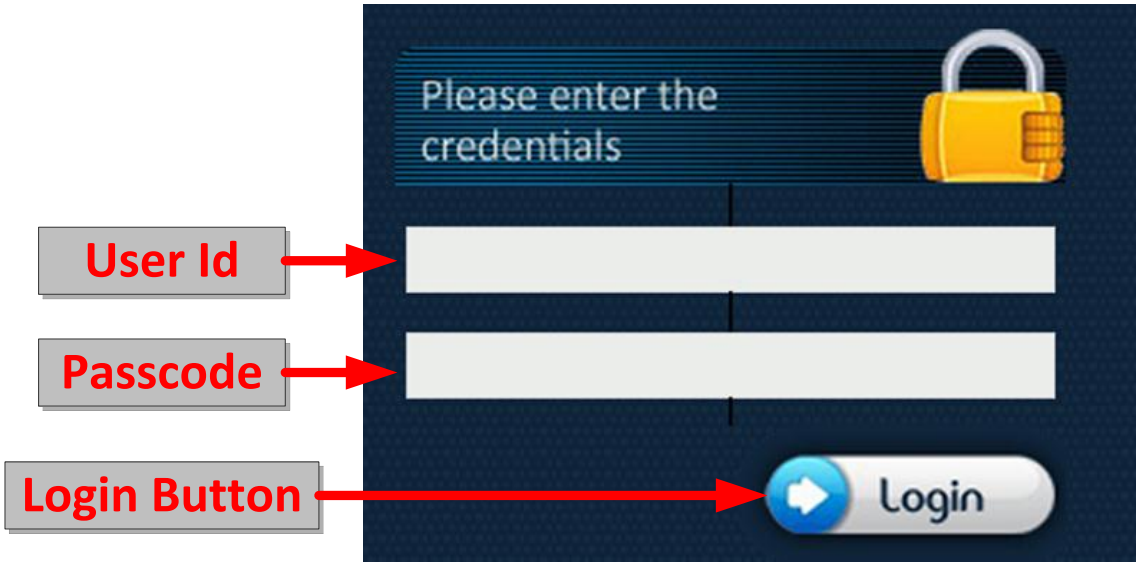

Figure 9: Login fields

To log into the application, user interacts with following fields:

1. The user selects the User Id field.

User Id field is used to enter the User Id as supplied by KSE.

- User selects the User Id field and enters desired user id.

2. The user selects the Passcode field.

Passcode field is used to enter the Passcode as displayed in RSA device.

- User views the code as displayed in his allotted RSA device, selects the Passcode field on the screen and enters the code.

KSE will supply the User Id. The Passcode will be obtained via secure RSA device. Please refer **Appendix 1** for details about how RSA code is obtained from the RSA device.

3. The user presses Login button.

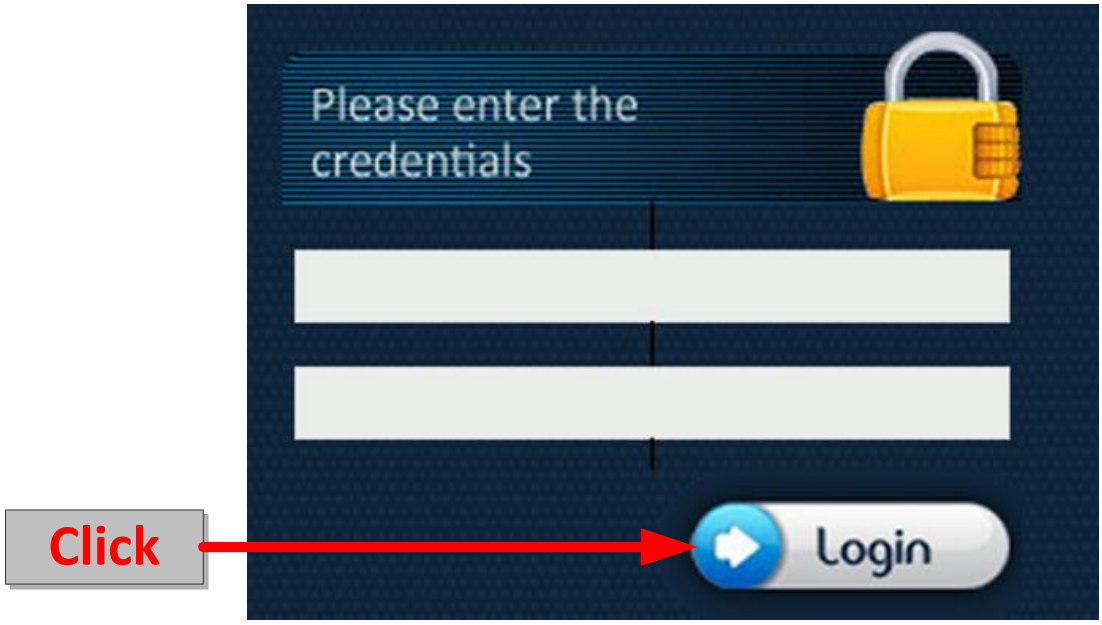

Figure 10: Login to the application

Login button is used to log into the PUCAR application.

- User presses the Login button.

User may also press "Enter" key instead of Login button to perform the action.

- *System validates User Id and Passcode and logs the user into the application and displays following screen, the Main Screen, after successful login:*

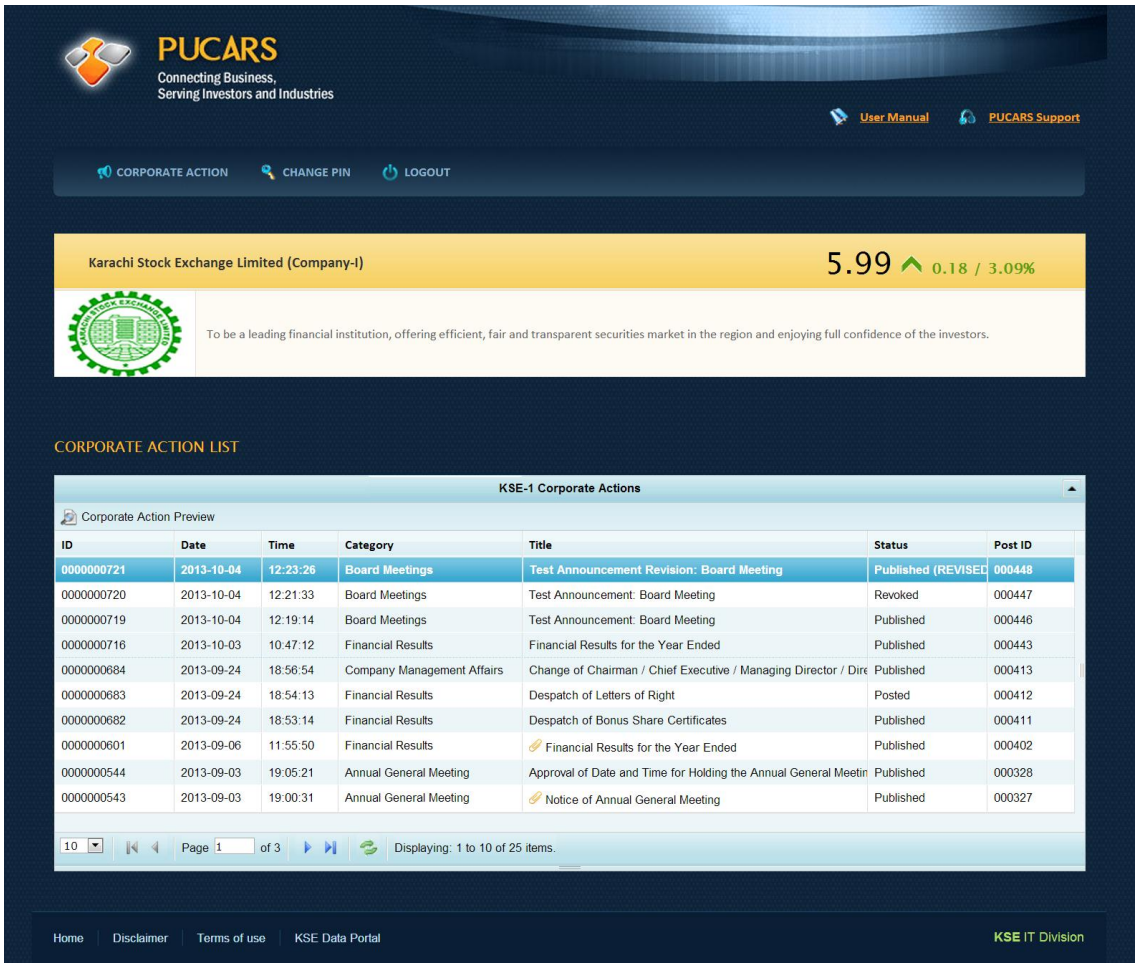
PUCARS
Connecting Business,
Serving Investors and Industries
User Manual
PUCARS Support
CORPORATE ACTION
CHANGE PIN
LOGOUT
Karachi Stock Exchange Limited (Company-I)
5.99 0.18 / 3.09%
To be a leading financial institution, offering efficient, fair and transparent securities market in the region and enjoying full confidence of the investors.
CORPORATE ACTION LIST
KSE-1 Corporate Actions
Corporate Action Preview
ID Date Time Category Title Status Post ID
0000000721 2013-10-04 12:23:26 Board Meetings Test Announcement Revision: Board Meeting Published (REVISED 000448
0000000720 2013-10-04 12:21:33 Board Meetings Test Announcement: Board Meeting Revoked 000447
0000000719 2013-10-04 12:19:14 Board Meetings Test Announcement: Board Meeting Published 000446
0000000716 2013-10-03 10:47:12 Financial Results Financial Results for the Year Ended Published 000443
0000000684 2013-09-24 18:56:54 Company Management Affairs Change of Chairman / Chief Executive / Managing Director / Dire Published 000413
0000000683 2013-09-24 18:54:13 Financial Results Despatch of Letters of Right Posted 000412
0000000682 2013-09-24 18:53:14 Financial Results Despatch of Bonus Share Certificates Published 000411
0000000601 2013-09-06 11:55:50 Financial Results Financial Results for the Year Ended Published 000402
0000000544 2013-09-03 19:05:21 Annual General Meeting Approval of Date and Time for Holding the Annual General Meetin Published 000328
0000000543 2013-09-03 19:00:31 Annual General Meeting Notice of Annual General Meeting Published 000327
10 Page 1 of 3 Displaying: 1 to 10 of 25 items.
Home Disclaimer Terms of use KSE Data Portal
KSE IT Division

Figure 11: PUCAR Main Screen

If user makes an error in typing user id or passcode, an error message is appeared and he/she should try again.

PUCARS - Pakistan
https://annc.kse.com.pk/webauthentication
PUCARS
Connecting Business,
Serving Investors and Industries
User Manual
PUCARS Support
100: Access denied. The RSA ACE/Server rejected the Passcode. Please try again.
Please enter the credentials
KSE User
Login
PUCARS provides a transparent, cost effective & time efficient solution for posting the latest announcements of companies regarding financial status, directors' meetings, company news and others. The PUCARS is easy to use for managing the current announcements & past. PUCARS provides a transparent, cost effective & time efficient solution for posting the latest announcements of companies regarding financial status, directors' meetings, company news and others. The PUCARS is easy to use for managing the current announcements & past.
Board Meetings
Company Date Time Place Purpose
Khalid Siraj Textile Mills Limited 11.06.2013 10:00:00 A.M. Lahore Fix Date of EOGM
Safeway Mutual Fund 11.06.2013 10:00:00 A.M. Lahore Approve formalities required, if any, to facilate the conversion of Safeway Mutual Fund Limited to an Open End Scheme effective July 1, 2013
Asian Stocks Fund Limited 11.06.2013 11:00:00 A.M. Lahore Approve formalities required, if any, to facilate the conversion of Asian Stocks Fund Limited to an Open End Scheme effective July 1, 2013
Pakistan Refinery Limited 12.06.2013 10:00:00 A.M. Karachi Business Plan 2013-14
Financial Announcements
Company For the Year/Half Year/Quarter Ended Dividend Bonus Right Profit/(Loss) Before Taxation Profit/(Loss) After Taxation EPS (Rs.) Annual General Meeting Closure of Share Transfer

Figure 12: Login Failed Message

3.3. Common Screen Elements and Grids

This section will describe the "Common Screen Elements and Grids" which appear on each and every screen of the application. These are links and grids that appear in all the screens and are described here once and will not be repeated in every screen.

3.3.1. Common Screen Elements

Common screen elements are the links that appear on top and bottom of each screen.
To use these elements, user interacts with following links:

1. **The user clicks the "User Manual" link.**

Figure 13: "User Manual" Link

The User Manual link is used to download the user manual of PUCAR.

- User clicks the User Manual link.
- *System downloads the user manual.*

2. **The user clicks the "PUCAR Support" link.**

Figure 14: "PUCAR Support" Link

The "PUCAR Support" link is used to provide contact details for system support.

- User clicks the "PUCAR Support" link.
- System provides contact details for support purpose (N.B. User can raise their inquires online or they can contact the support desk numbers).

3. **The user clicks Home link.**

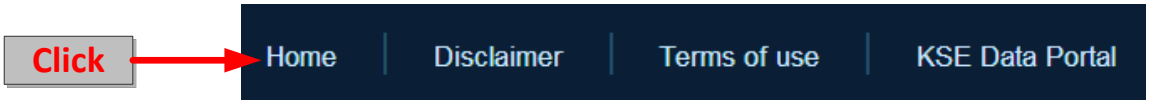

Figure 15: Home Link

The Home link is used to return the user to the main menu of PUCAR.

- User clicks the Home link.
- *System returns the user to main menu of PUCAR.*

4. The user clicks Disclaimer link.

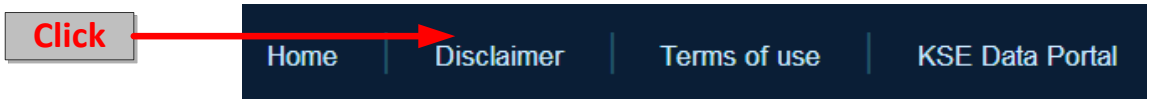

Figure 16: Disclaimer Link

The Disclaimer link is used to show the user the disclaimer of PUCAR.

- User clicks the Disclaimer link.
- *System shows the Disclaimer of PUCAR.*

5. The user clicks "Terms of Use" link.

Figure 17: "Terms of Use" Link

The "Terms of Use" link is used to show the user the disclaimer of PUCAR.

- User clicks the Disclaimer link.
- *System shows the user "Terms of Use" of PUCAR.*

6. The user clicks "KSE Data Portal" link.

Figure 18: "KSE Data Portal Link

The "KSE Data Portal" link is used to direct the user to the KSE Data Portal website *http://dps.kse.com.pk*.

- User clicks the "KSE Data Portal" link.
- *System directs the user to KSE Data Portal website http://dps.kse.com.pk.*

3.3.2. Common Grid

As long as user is successfully logged into the PUCAR, there are few items which are displayed as header, in the form of grids with each and every screen user invokes. These items display the data about the Scrip that is bounded with the login user id, a brief description of the company, current price, Scrip statistics and financial data.

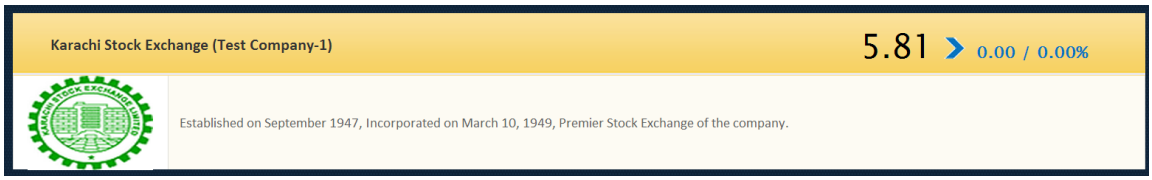
Karachi Stock Exchange (Test Company-1)
5.81
0.00 / 0.00%
Established on September 1947, Incorporated on March 10, 1949, Premier Stock Exchange of the company.

Figure 19: Header Grid

The grid displays current market snap of the Scrip which includes:

- Scrip name.
- Current Scrip rate in the market.
- Scrip rate trend in the market. A "downward arrow" in **red** color shows a decline in the rate, an "upward arrow" with **green** color shows an appreciation and a "right arrow" with **blue** color shows no change in the rate.
- Change in Scrip rate with respect to previous working day's close price as well as percentage change.
- Company logo, if available.
- Company description.

3.4. Add Corporate Action

The "Add CORPORATE ACTION" functionality allows the user to draft a Corporate Action from a list of predefined Corporate Action templates organized in pre-defined categories.

To invoke this functionality:

1. User places the mouse over the "CORPORATE ACTION" menu item.

Figure 20: Invoking Corporate Action Screen

- *System displays a list of pre-defined Corporate Action templates contained in predefined categories.*

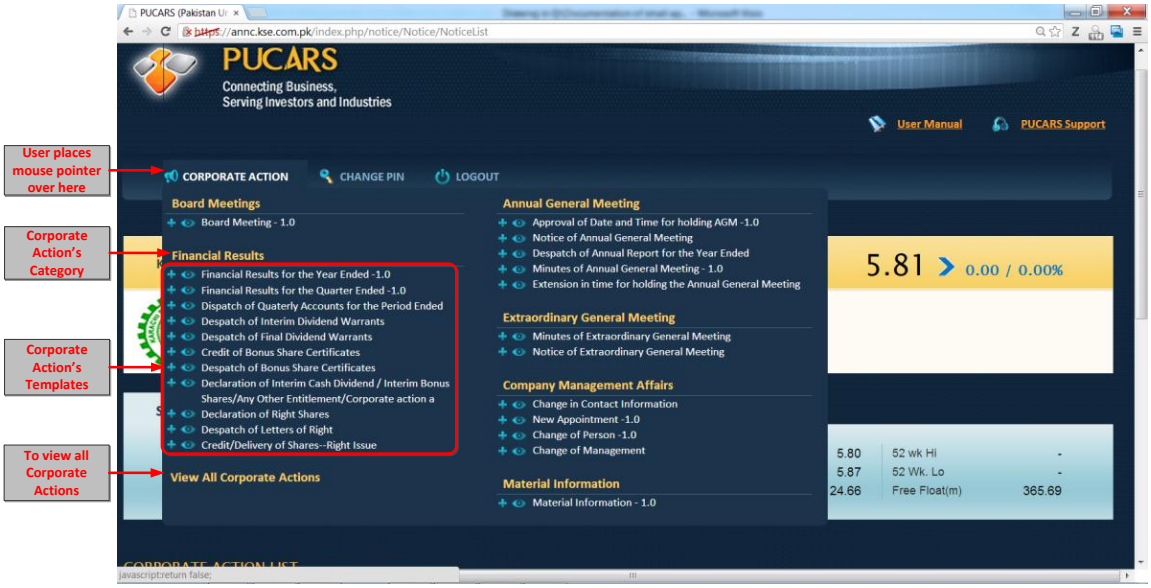
User places mouse pointer over here
Corporate Action's Category
Corporate Action's Templates
To view all Corporate Actions
PUCARS
Connecting Business, Serving Investors and Industries
User Manual
PUCARS Support
CORPORATE ACTION
CHANGE PIN
LOGOUT
Board Meetings
Board Meeting - 1.0
Financial Results
Financial Results for the Year Ended -1.0
Financial Results for the Quarter Ended -1.0
Dispatch of Quaterly Accounts for the Period Ended
Despatch of Interim Dividend Warrants
Despatch of Final Dividend Warrants
Credit of Bonus Share Certificates
Despatch of Bonus Share Certificates
Declaration of Interim Cash Dividend / Interim Bonus Shares/Any Other Entitlement/Corporate action a
Declaration of Right Shares
Despatch of Letters of Right
Credit/Delivery of Shares--Right Issue
View All Corporate Actions
Annual General Meeting
Approval of Date and Time for holding AGM -1.0
Notice of Annual General Meeting
Despatch of Annual Report for the Year Ended
Minutes of Annual General Meeting - 1.0
Extension in time for holding the Annual General Meeting
Extraordinary General Meeting
Minutes of Extraordinary General Meeting
Notice of Extraordinary General Meeting
Company Management Affairs
Change in Contact Information
New Appointment -1.0
Change of Person -1.0
Change of Management
Material Information
Material Information - 1.0
5.81
0.00 / 0.00%
5.80 52 wk Hi -
5.87 52 Wk. Lo -
24.66 Free Float(m) 365.69

Figure 21: Add Corporate Action Screen

To use this functionality, user interacts with following fields:

1. The user clicks the "+" image of desired Corporate Action Template link.

Corporate Action Template is used to compose required Corporate Action in desired Category.

- User clicks the "+" image of desired Corporate Action Template in desired Category.

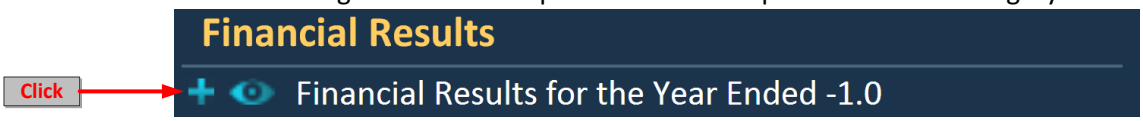

Figure 22: Add Corporate Action Link

- *System opens the "Compose Corporate Action" screen.*

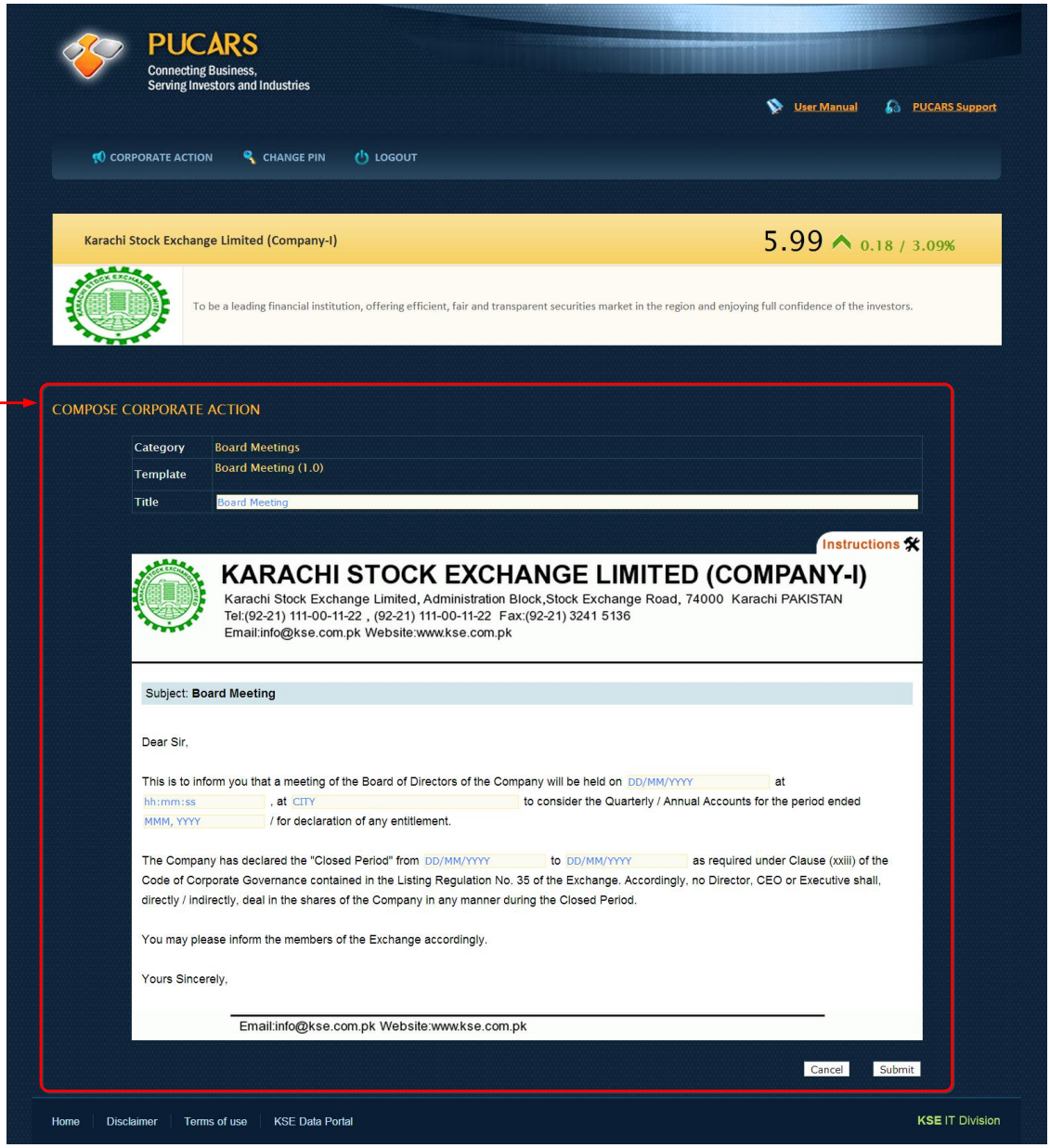
PUCARS
Connecting Business,
Serving Investors and Industries
User Manual
PUCARS Support
CORPORATE ACTION
CHANGE PIN
LOGOUT
Karachi Stock Exchange Limited (Company-I)
5.99 0.18 / 3.09%
To be a leading financial institution, offering efficient, fair and transparent securities market in the region and enjoying full confidence of the investors.
COMPOSE CORPORATE ACTION
Category
Board Meetings
Template
Board Meeting (1.0)
Title
Board Meeting
Instructions
KARACHI STOCK EXCHANGE LIMITED (COMPANY-I)
Karachi Stock Exchange Limited, Administration Block,Stock Exchange Road, 74000 Karachi PAKISTAN
Tel:(92-21) 111-00-11-22 , (92-21) 111-00-11-22 Fax:(92-21) 3241 5136
Email:info@kse.com.pk Website:www.kse.com.pk
Subject: Board Meeting
Dear Sir,
This is to inform you that a meeting of the Board of Directors of the Company will be held on DD/MM/YYYY at
hh:mm:ss , at CITY to consider the Quarterly / Annual Accounts for the period ended
MMM, YYYY / for declaration of any entitlement.
The Company has declared the "Closed Period" from DD/MM/YYYY to DD/MM/YYYY as required under Clause (xxiii) of the Code of Corporate Governance contained in the Listing Regulation No. 35 of the Exchange. Accordingly, no Director, CEO or Executive shall, directly / indirectly, deal in the shares of the Company in any manner during the Closed Period.
You may please inform the members of the Exchange accordingly.
Yours Sincerely,
Email:info@kse.com.pk Website:www.kse.com.pk
Cancel
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Figure 23: Compose Corporate Action Screen

If any un-posted Corporate Action already exists for same category/template, system pops up an Alert dialog box showing that Corporate Action already exist. User may have a choice to continue or not.

User can view the template related relevant instruction for composing in "Compose Corporate Action" screen by pressing the Instructions tab. *System displays the instructions*.

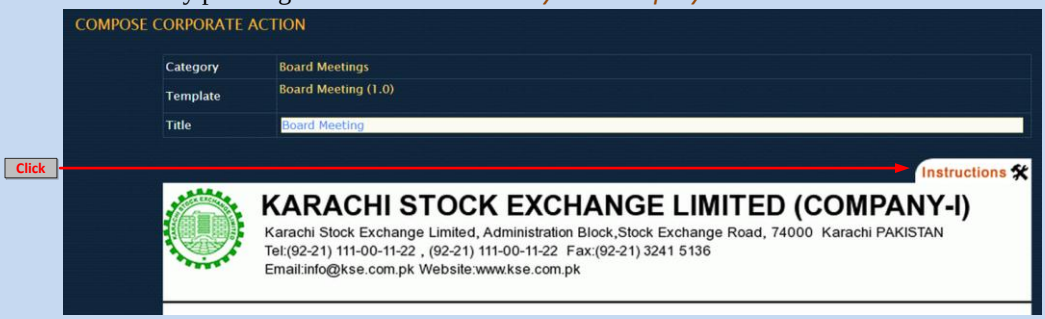


Figure 24: Instruction link of "Compose Corporate Action" Screen

- User fills the data as given in the selected template.
- User press Submit button.

Figure 25: Submit Button of "Compose Corporate Action" Screen

User may press Cancel button to abandoned composing

Figure 26: Cancel Button of "Compose Corporate Action" Screen

- *System submits the request and directs user to the Corporate Action Preview screen with the status of the Corporate Action set as "New".*

User may print current Corporate Action. Please see Print functionality of "Review Corporate Action" section for details.

3.5. Corporate Action List for a Particular Corporate Action Template

The "Corporate Action List" screen for this option allows the user to view the entered Corporate Actions for a particular Corporate Action template, their status, and to preview a selected Corporate Action for further action.

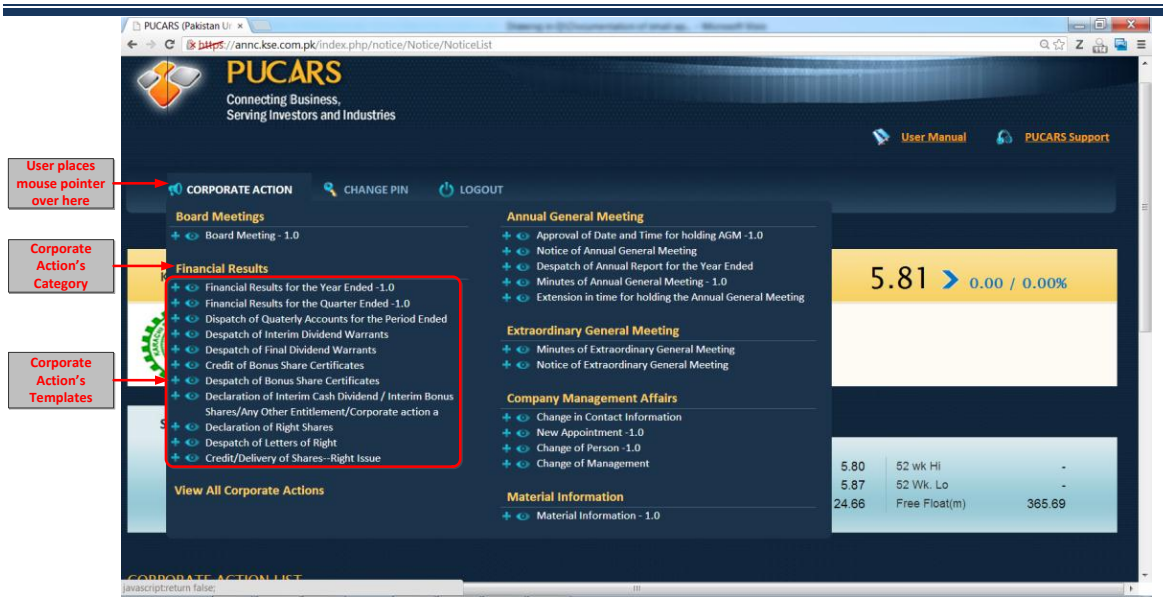

User places mouse pointer over here
Corporate Action's Category
Corporate Action's Templates
PUCARS
Connecting Business, Serving Investors and Industries
User Manual
PUCARS Support
CORPORATE ACTION
CHANGE PIN
LOGOUT
Board Meetings
Board Meeting - 1.0
Financial Results
Financial Results for the Year Ended -1.0
Financial Results for the Quarter Ended -1.0
Dispatch of Quaterly Accounts for the Period Ended
Despatch of Interim Dividend Warrants
Despatch of Final Dividend Warrants
Credit of Bonus Share Certificates
Despatch of Bonus Share Certificates
Declaration of Interim Cash Dividend / Interim Bonus Shares/Any Other Entitlement/Corporate action a
Declaration of Right Shares
Despatch of Letters of Right
Credit/Delivery of Shares--Right Issue
View All Corporate Actions
Annual General Meeting
Approval of Date and Time for holding AGM -1.0
Notice of Annual General Meeting
Despatch of Annual Report for the Year Ended
Minutes of Annual General Meeting - 1.0
Extension in time for holding the Annual General Meeting
Extraordinary General Meeting
Minutes of Extraordinary General Meeting
Notice of Extraordinary General Meeting
Company Management Affairs
Change in Contact Information
New Appointment -1.0
Change of Person -1.0
Change of Management
Material Information
Material Information - 1.0
5.81
0.00 / 0.00%
5.80 52 wk Hi -
5.87 52 Wk. Lo -
24.66 Free Float(m) 365.69

Figure 27: Corporate Action Templates and Categories

To use this functionality, user interacts with following fields:

1. The user clicks the " " image of desired Corporate Action Template link

This option is used to filter and list all corporate actions related to the said template.

- User clicks the link " " which appears against desired Corporate Action template (see below image).

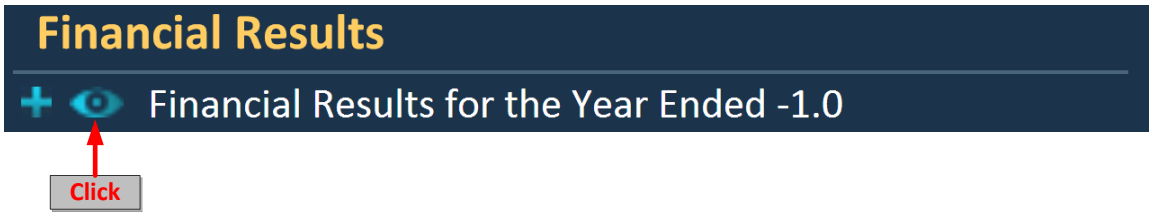
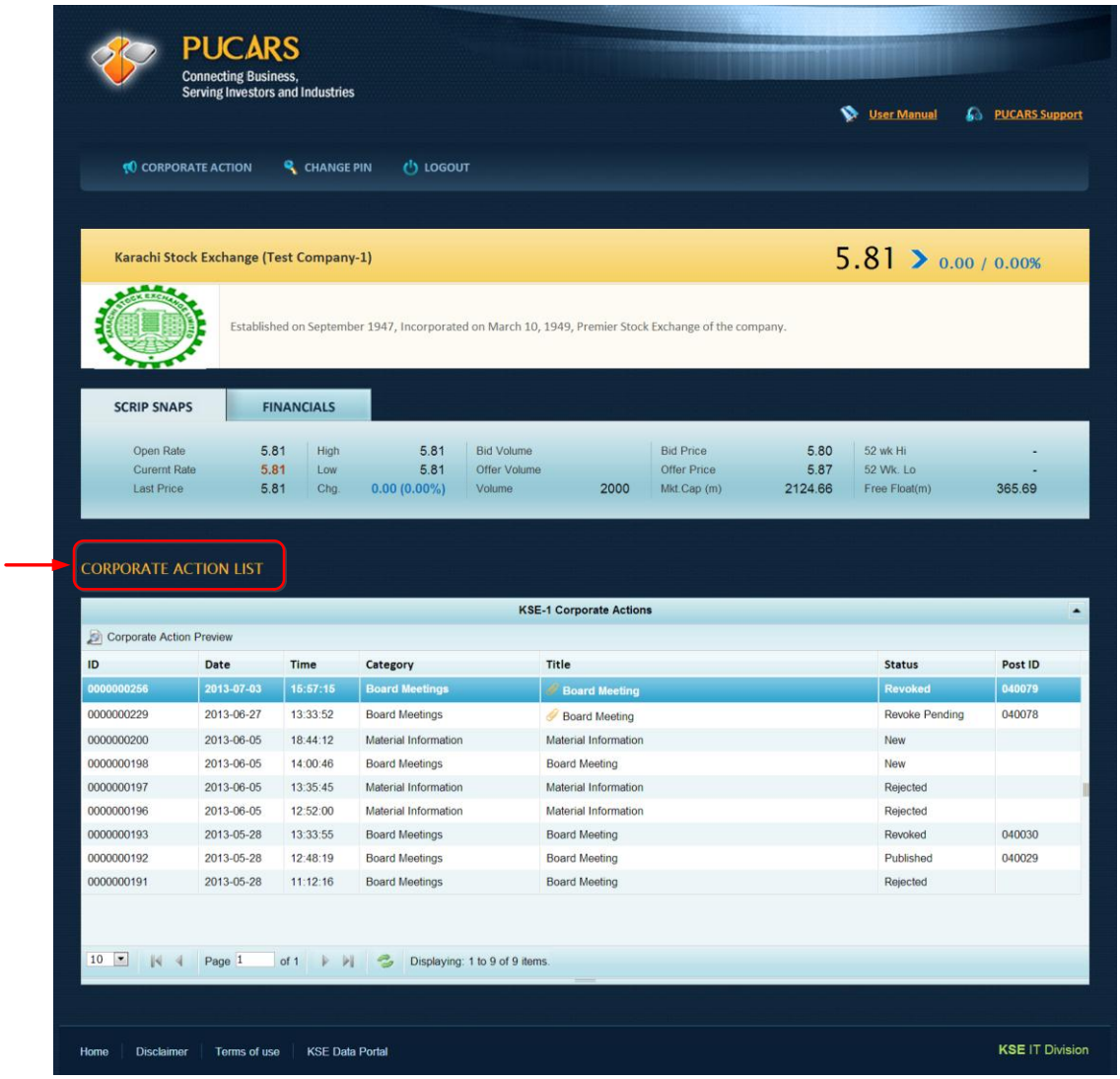


Figure 28: View Corporate Action Link

- *System displays a list of the user entered Corporate Actions for selected Corporate Action Template.*

Please refer "Corporate Action List for All Corporate Actions" section for further details.

3.6. Corporate Action List for All Corporate Actions


PUCARS
Connecting Business,
Serving Investors and Industries
User Manual
PUCARS Support
CORPORATE ACTION
CHANGE PIN
LOGOUT
Karachi Stock Exchange (Test Company-1)
5.81
0.00 / 0.00%
Established on September 1947, Incorporated on March 10, 1949, Premier Stock Exchange of the company.
SCRIP SNAPS
FINANCIALS
Open Rate 5.81
Curernt Rate 5.81
Last Price 5.81
High 5.81
Low 5.81
Chg. 0.00 (0.00%)
Bid Volume
Offer Volume
Volume 2000
Bid Price 5.80
Offer Price 5.87
Mkt.Cap (m) 2124.66
52 wk Hi -
52 Wk. Lo -
Free Float(m) 365.69
CORPORATE ACTION LIST
KSE-1 Corporate Actions
Corporate Action Preview
ID Date Time Category Title Status Post ID
0000000256 2013-07-03 15:57:15 Board Meetings Board Meeting Revoked 040079
0000000229 2013-06-27 13:33:52 Board Meetings Board Meeting Revoke Pending 040078
0000000200 2013-06-05 18:44:12 Material Information Material Information New
0000000198 2013-06-05 14:00:46 Board Meetings Board Meeting New
0000000197 2013-06-05 13:35:45 Material Information Material Information Rejected
0000000196 2013-06-05 12:52:00 Material Information Material Information Rejected
0000000193 2013-05-28 13:33:55 Board Meetings Board Meeting Revoked 040030
0000000192 2013-05-28 12:48:19 Board Meetings Board Meeting Published 040029
0000000191 2013-05-28 11:12:16 Board Meetings Board Meeting Rejected
10
Page 1 of 1
Displaying: 1 to 9 of 9 items.
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KSE IT Division

Figure 29: Corporate Action List

The Corporate Action List screen allows the user to view the entered Corporate Actions for all Corporate Action templates, their status, and to preview a selected Corporate Action for further processing.

To use this functionality, user interacts with following fields:

1. **The user presses "Corporate Action Preview" button.**

CORPORATE ACTION LIST
KSE-1 Corporate Actions
Click
Corporate Action Preview
ID Date Time Category Title Status Post ID
0000000256 2013-07-03 15:57:15 Board Meetings Board Meeting Revoked 040079
0000000229 2013-06-27 13:33:52 Board Meetings Board Meeting Revoke Pending 040078

Figure 30: Corporate Action Preview Invocation

"Corporate Action Preview" functionality is used to preview selected Corporate Action and to perform predefined actions on selected message.

- User selects the desired Corporate Action in the grid and presses "Corporate Action Preview" button.

User may also perform the operation by selecting desired Corporate Action and presses mouse double click.

- *System opens a new window "Corporate Action Preview" (please refer "Corporate Action Preview" section for details).*

2. The user presses the arrow key next to any grid column heading

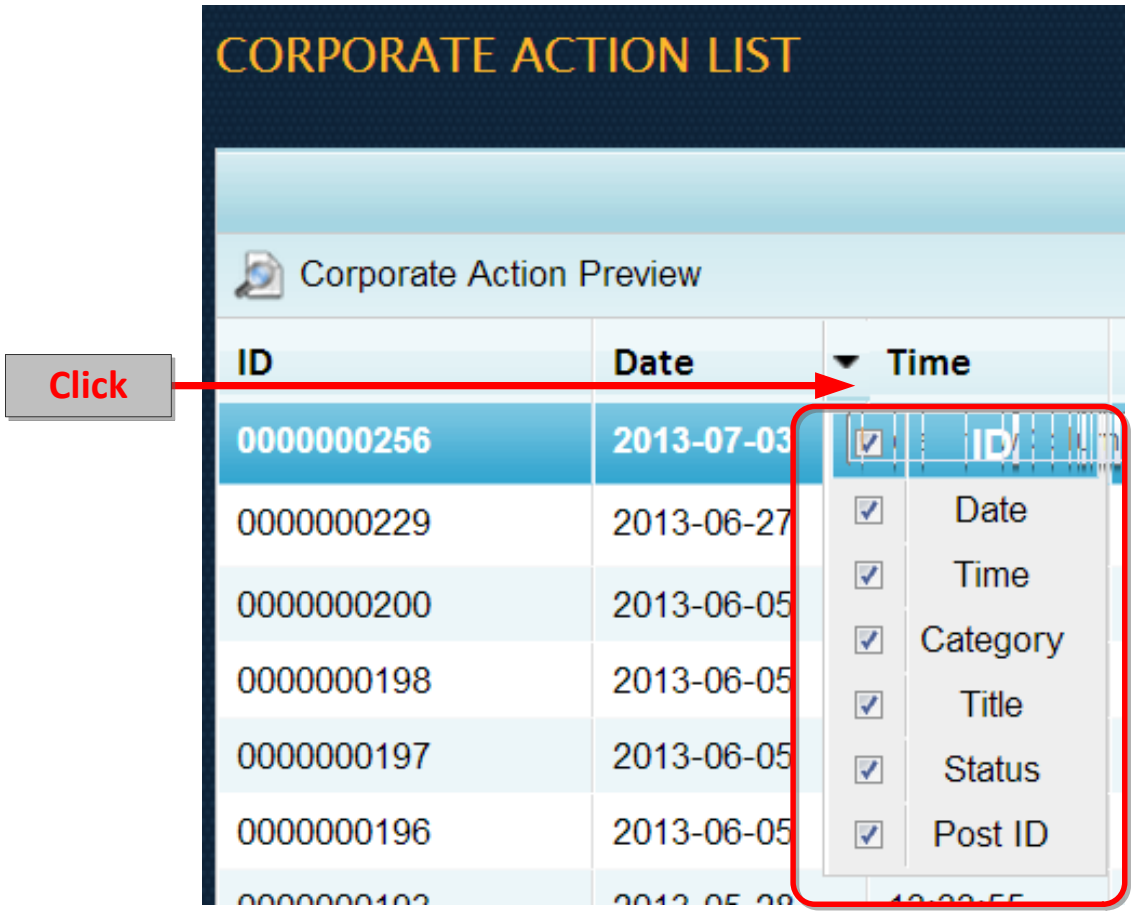


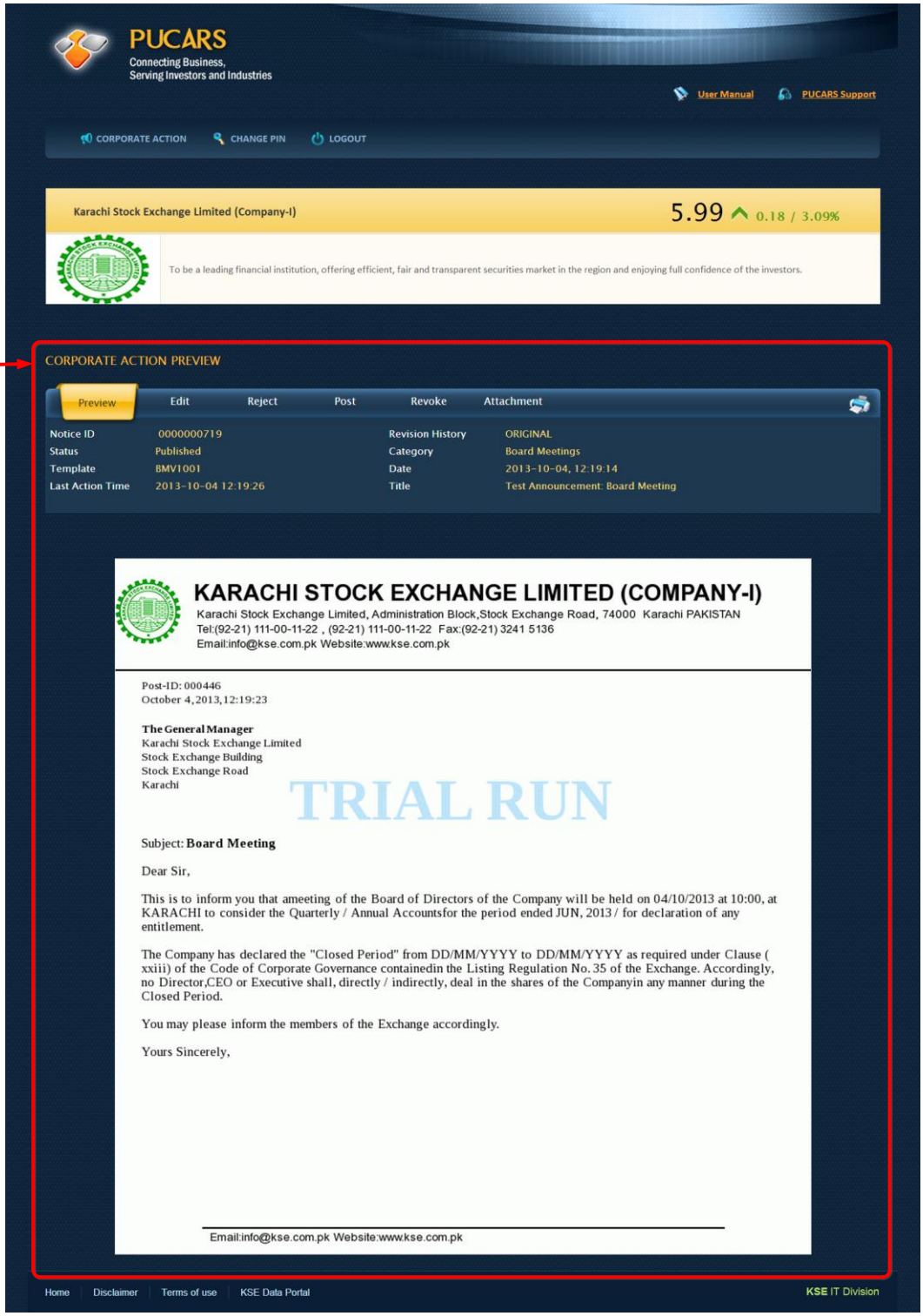
Figure 31: Show/Hide any grid column

Show/Hide grid column functionality will show or hide desired grid column(s). User may show or hide column(s) in "Corporate Action List" grid.

- User presses the arrow key next to any grid column heading.
- *System opens a list box showing all the column headings of the grid and a check box placed against each column.*

- User checks or unchecks column heading(s) he or she wishes to show or hide from the grid.
- *System show or hide corresponding column heading(s) from the grid.*

3.7. Corporate Action Preview


PUCARS
Connecting Business,
Serving Investors and Industries
User Manual
PUCARS Support
CORPORATE ACTION
CHANGE PIN
LOGOUT
Karachi Stock Exchange Limited (Company-I)
5.99 0.18 / 3.09%
To be a leading financial institution, offering efficient, fair and transparent securities market in the region and enjoying full confidence of the investors.
CORPORATE ACTION PREVIEW
Preview
Edit
Reject
Post
Revoke
Attachment
Notice ID 0000000719
Status Published
Template BMV1001
Last Action Time 2013-10-04 12:19:26
Revision History ORIGINAL
Category Board Meetings
Date 2013-10-04, 12:19:14
Title Test Announcement: Board Meeting
KARACHI STOCK EXCHANGE LIMITED (COMPANY-I)
Karachi Stock Exchange Limited, Administration Block,Stock Exchange Road, 74000 Karachi PAKISTAN
Tel:(92-21) 111-00-11-22 , (92-21) 111-00-11-22 Fax:(92-21) 3241 5136
Email:info@kse.com.pk Website:www.kse.com.pk
Post-ID: 000446
October 4,2013,12:19:23
The General Manager
Karachi Stock Exchange Limited
Stock Exchange Building
Stock Exchange Road
Karachi
TRIAL RUN
Subject: Board Meeting
Dear Sir,
This is to inform you that ameeting of the Board of Directors of the Company will be held on 04/10/2013 at 10:00, at KARACHI to consider the Quarterly / Annual Accountsfor the period ended JUN, 2013 / for declaration of any entitlement.
The Company has declared the "Closed Period" from DD/MM/YYYY to DD/MM/YYYY as required under Clause (xxiii) of the Code of Corporate Governance containedin the Listing Regulation No. 35 of the Exchange. Accordingly, no Director,CEO or Executive shall, directly / indirectly, deal in the shares of the Companyin any manner during the Closed Period.
You may please inform the members of the Exchange accordingly.
Yours Sincerely,
Email:info@kse.com.pk Website:www.kse.com.pk
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KSE IT Division

Figure 32: Corporate Action Preview Screen

The "Corporate Action Preview" screen is used to preview selected Corporate Action and to perform predefined actions on Corporate Action like Edit, Reject, Post and Revoke.

To invoke this functionality:

1. User selects desired Corporate Action from "Corporate Action List" screen to open "Corporate Action Preview" screen.

The "Preview" option of "Corporate Action Preview" screen is opened by default.

To use this functionality, user interacts with following fields:

1. The user presses Preview button.

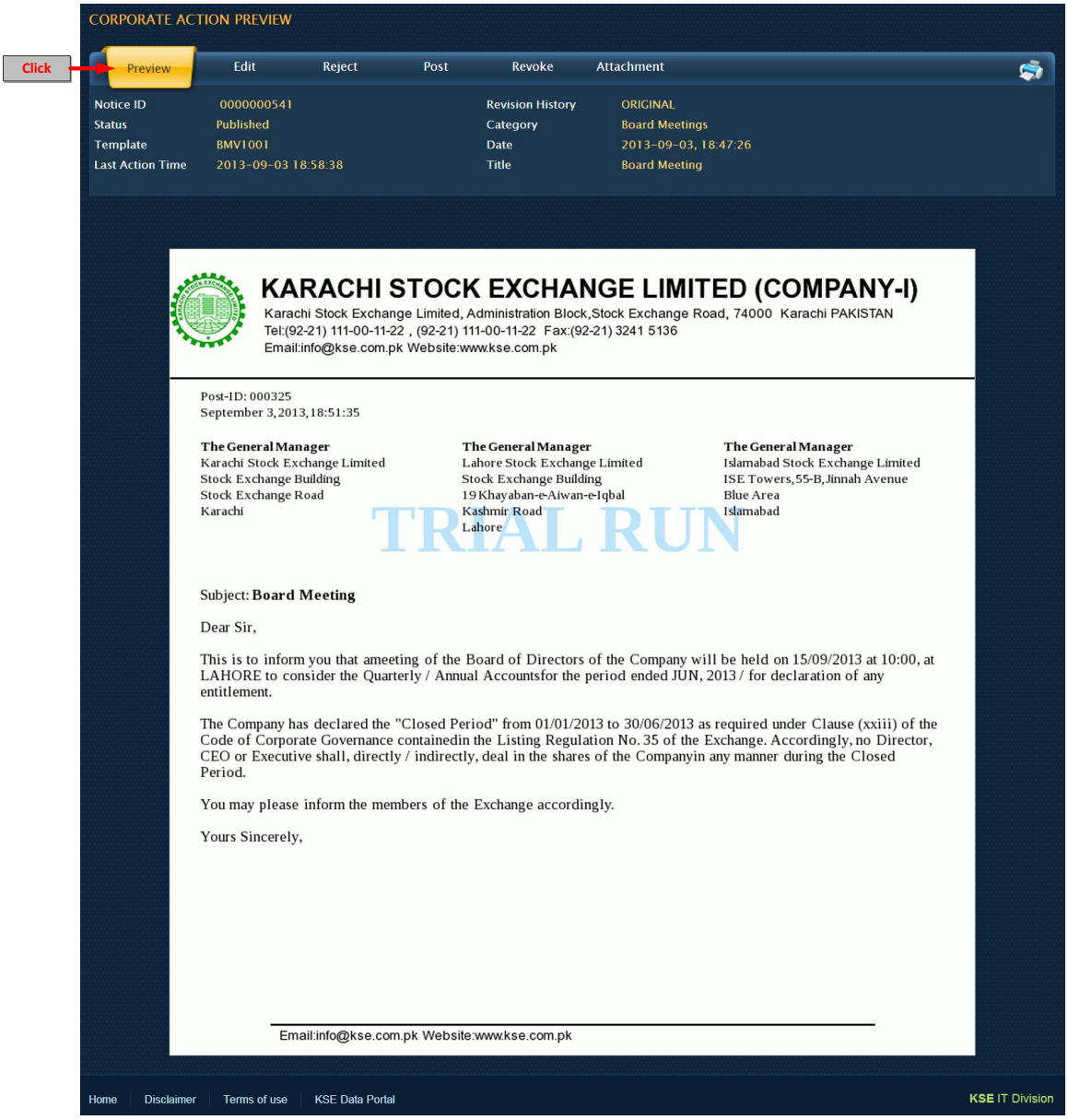
CORPORATE ACTION PREVIEW
Click
Preview
Edit
Reject
Post
Revoke
Attachment
Notice ID 0000000541
Status Published
Template BMV1001
Last Action Time 2013-09-03 18:58:38
Revision History ORIGINAL
Category Board Meetings
Date 2013-09-03, 18:47:26
Title Board Meeting
KARACHI STOCK EXCHANGE LIMITED (COMPANY-I)
Karachi Stock Exchange Limited, Administration Block,Stock Exchange Road, 74000 Karachi PAKISTAN
Tel:(92-21) 111-00-11-22 , (92-21) 111-00-11-22 Fax:(92-21) 3241 5136
Email:info@kse.com.pk Website:www.kse.com.pk
Post-ID: 000325
September 3,2013,18:51:35
The General Manager
Karachi Stock Exchange Limited
Stock Exchange Building
Stock Exchange Road
Karachi
The General Manager
Lahore Stock Exchange Limited
Stock Exchange Building
19 Khayaban-e-Aiwan-e-Iqbal
Kashmir Road
Lahore
The General Manager
Islamabad Stock Exchange Limited
ISE Towers,55-B,Jinnah Avenue
Blue Area
Islamabad
TRIAL RUN
Subject: Board Meeting
Dear Sir,
This is to inform you that ameeting of the Board of Directors of the Company will be held on 15/09/2013 at 10:00, at LAHORE to consider the Quarterly / Annual Accountsfor the period ended JUN, 2013 / for declaration of any entitlement.
The Company has declared the "Closed Period" from 01/01/2013 to 30/06/2013 as required under Clause (xxiii) of the Code of Corporate Governance containedin the Listing Regulation No. 35 of the Exchange. Accordingly, no Director, CEO or Executive shall, directly / indirectly, deal in the shares of the Companyin any manner during the Closed Period.
You may please inform the members of the Exchange accordingly.
Yours Sincerely,
Email:info@kse.com.pk Website:www.kse.com.pk
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Figure 33: Preview Button of "Corporate Action Preview" Screen

Preview functionality is used to refresh the screen that displays updates regarding selected Corporate Action.

- User presses Preview button.
- *System displays updated data regarding selected Corporate Action on the screen.*

2. The user presses Edit button.

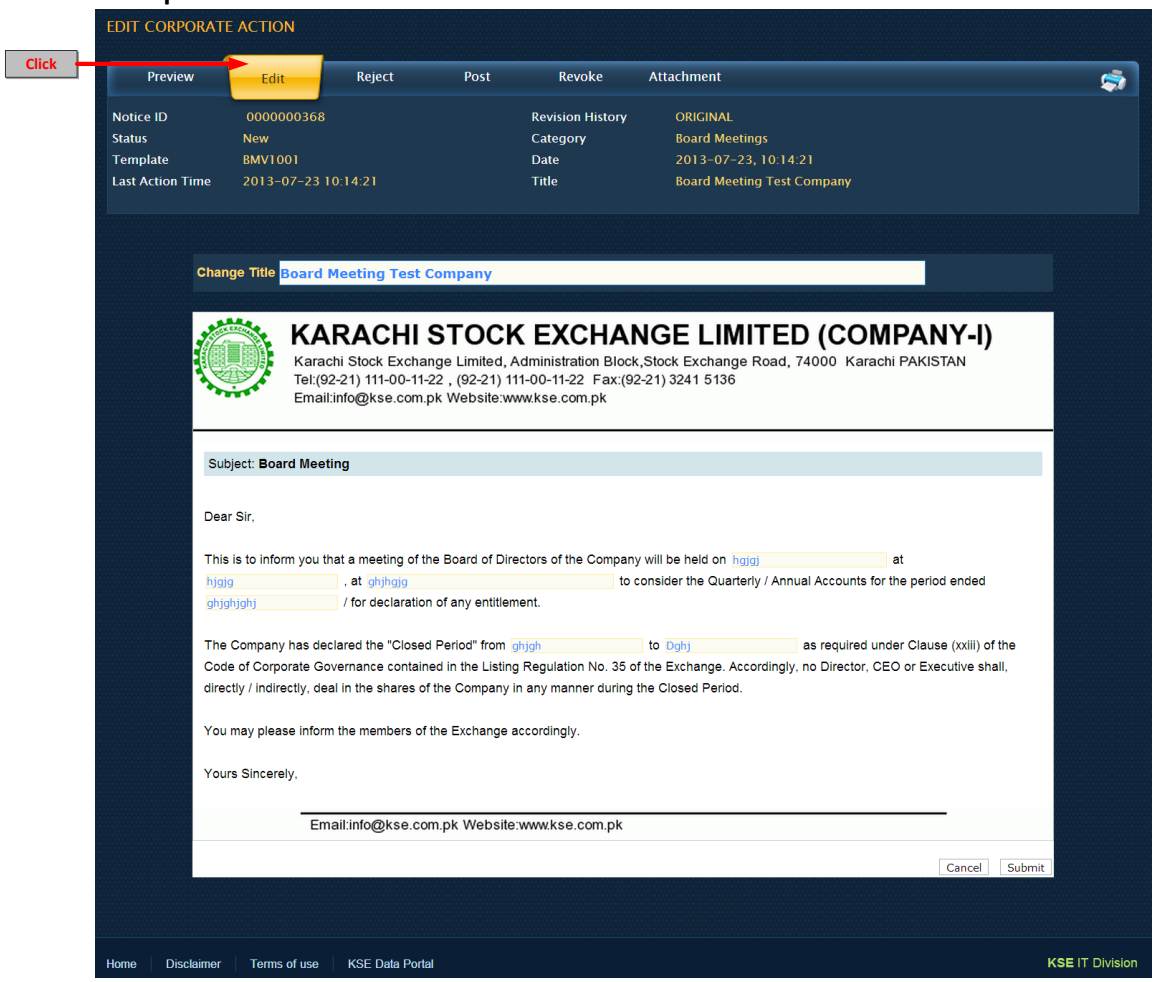
EDIT CORPORATE ACTION
Click
Preview
Edit
Reject
Post
Revoke
Attachment
Notice ID 0000000368
Status New
Template BMV1001
Last Action Time 2013-07-23 10:14:21
Revision History ORIGINAL
Category Board Meetings
Date 2013-07-23, 10:14:21
Title Board Meeting Test Company
Change Title Board Meeting Test Company
KARACHI STOCK EXCHANGE LIMITED (COMPANY-I)
Karachi Stock Exchange Limited, Administration Block,Stock Exchange Road, 74000 Karachi PAKISTAN
Tel:(92-21) 111-00-11-22 , (92-21) 111-00-11-22 Fax:(92-21) 3241 5136
Email:info@kse.com.pk Website:www.kse.com.pk
Subject: Board Meeting
Dear Sir,
This is to inform you that a meeting of the Board of Directors of the Company will be held on hgjgj at hjgjg , at ghjhgjg to consider the Quarterly / Annual Accounts for the period ended ghjghjghj / for declaration of any entitlement.
The Company has declared the "Closed Period" from ghjgh to Dghj as required under Clause (xxiii) of the Code of Corporate Governance contained in the Listing Regulation No. 35 of the Exchange. Accordingly, no Director, CEO or Executive shall, directly / indirectly, deal in the shares of the Company in any manner during the Closed Period.
You may please inform the members of the Exchange accordingly.
Yours Sincerely,
Email:info@kse.com.pk Website:www.kse.com.pk
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Figure 34: Edit Button of Corporate Action Preview Screen

Edit functionality is used to edit the selected Corporate Action. When user adds a new Corporate Action, he/she is allowed to edit this new Corporate Action provided that this Corporate Action is not yet published, revoked or rejected.

User may also edit a Revoked Corporate Action. Please see details in Revoke functionality.

- User presses Edit button.
- *System opens the desired Corporate Action in edit mode and user is allowed to make desired changes.*

User may only edit the Corporate Action whose Status is set as “New".

- User presses Submit button.

Figure 35: Save Button of Edit Functionality

- *System saves the changes made by the user.*

User may press Cancel button to exit without saving the changes.

3. The user presses Reject button.

Figure 36: Reject Button of Corporate Action Preview Screen

Reject functionality is used to reject a new Corporate Action. The rejected Corporate Action will not be considered for further processing.

- User presses Reject button.
- System opens a dialog box asking for rejection confirmation:

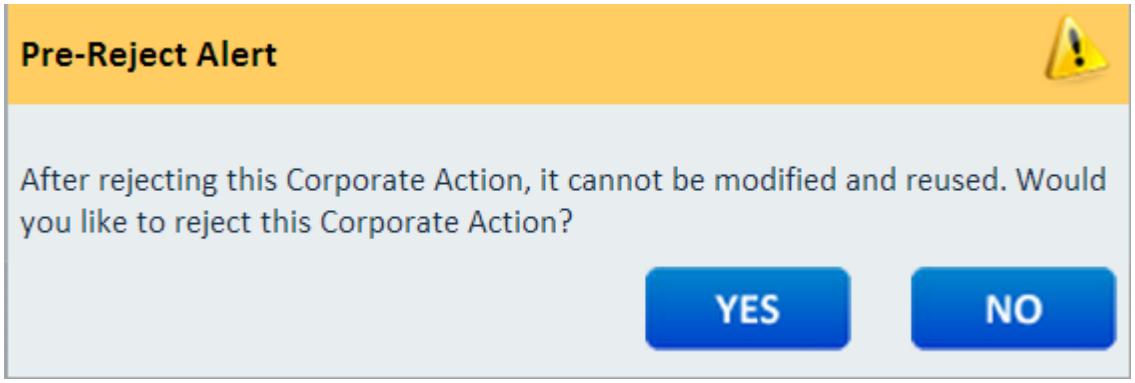

Pre-Reject Alert
After rejecting this Corporate Action, it cannot be modified and reused. Would you like to reject this Corporate Action?
YES
NO

Figure 37: Reject Confirmation Screen

System rejects the Corporate Action only if user clicks “Yes” button.

User may only reject the Corporate Action whose Status is set as “New".

4. The user presses Post button.

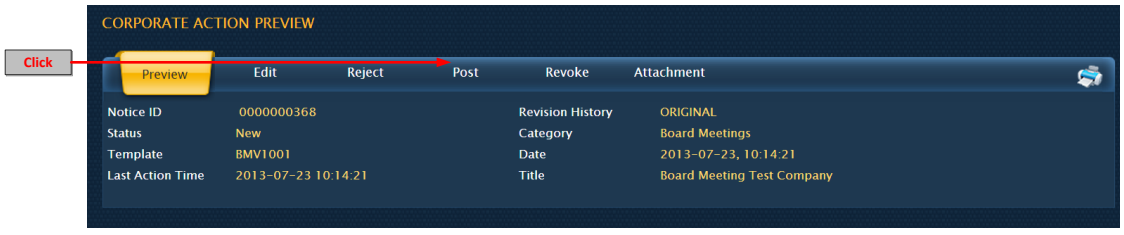


Figure 38: Post Button of Corporate Action Preview Screen

Post functionality is used to Post a New Corporate Action. When posted, the Corporate Action is published by the system and thus propagated to all desired participants. A PIN code is required as mandatory for posting. User may also attach any supporting document before publishing by using Attachment button, if required.

- User presses Post button
- System opens a dialog box asking following:

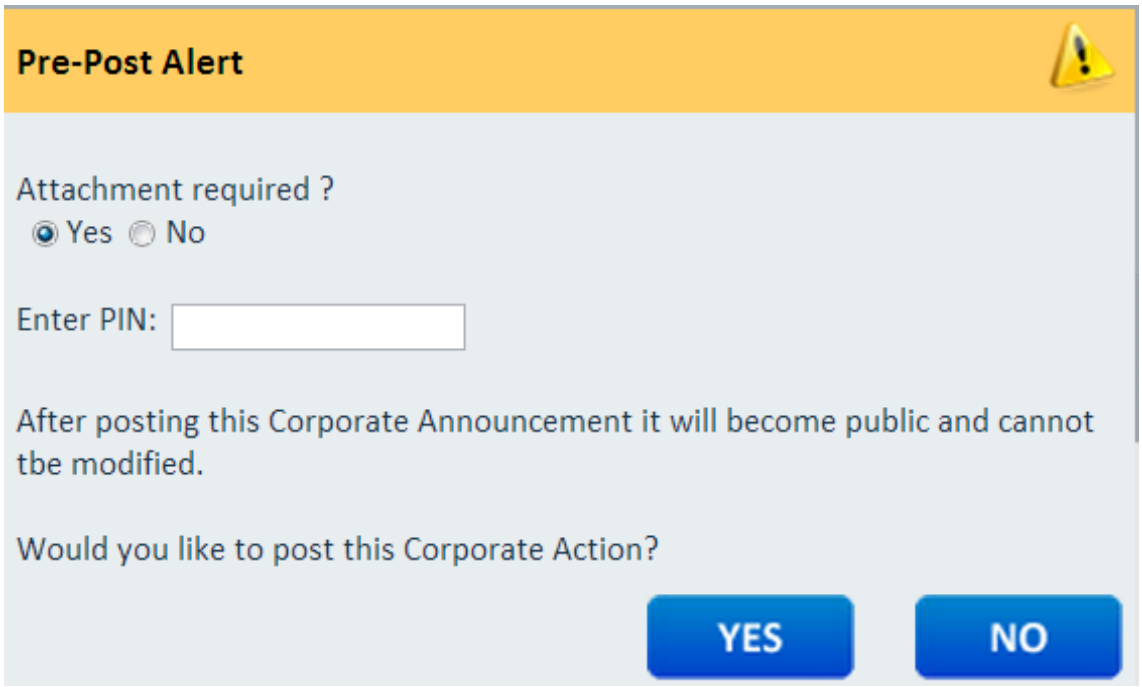


Figure 39: Post Confirmation Alert Screen

- User clicks "Yes" in "Attachment required" field if he/she requires any attachment, otherwise user clicks "No" in "Attachment required" field.

In case user is required to attach any document which he/she didn't attach previously then user has to select "NO" button (image) and select "Corporate Action Preview" option for the attachment of the document.
For detailed procedure please refer "Attachment" option of "Corporate Action Preview" screen

- User enters PIN code in "Enter PIN" field.
- User presses "YES" button of Alert window to post the Corporate Action.
- *System publishes the Corporate Action and returns user to "Corporate Action Preview" screen.*
- User press "Preview" button to see updated "Published" status.
- User receives a system generated acknowledgement email from PUCAR administrator for Corporate Action publishing.

1. If user did not attach a document and clicks "Yes" in "Attachment required" field then following message will remind him/her about attaching a file:

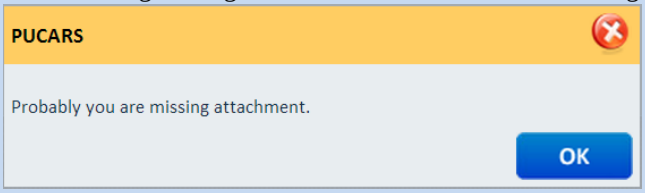


Figure 40: Attachment Missing Screen

2. Similarly if a user attached a file and clicks "No" in "Attachment required" field then following message will remind him/her about attaching a file.

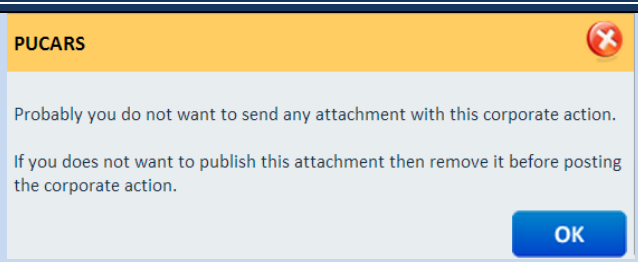

PUCARS
Probably you do not want to send any attachment with this corporate action.
If you does not want to publish this attachment then remove it before posting the corporate action.
OK

Figure 41: Attachment Present Screen

5. The user presses Revoke button.

Figure 42: Revoke Button of Corporate Action Preview Screen

Revoke functionality is used to revoke a published Corporate Action. When revoked, system sends a revoked copy of the Corporate Action to all the required participants which remained visible to the public with "Revoked" status. The Corporate Action preview displays the Corporate Action with a status "Revoked" as appeared on top of the Corporate Action in distinguished color. System allows revision and republishing facilities to the said Corporate Action. A PIN code is mandatory when revoking the message.

- User presses Revoke button.
- *System opens a dialog box asking for PIN code:*

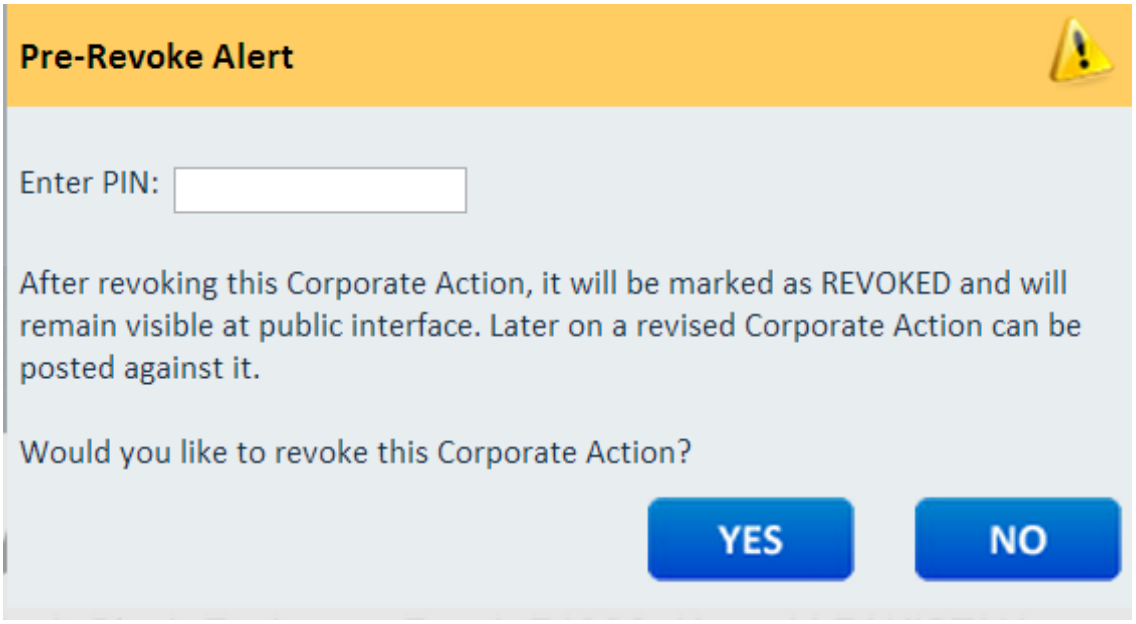
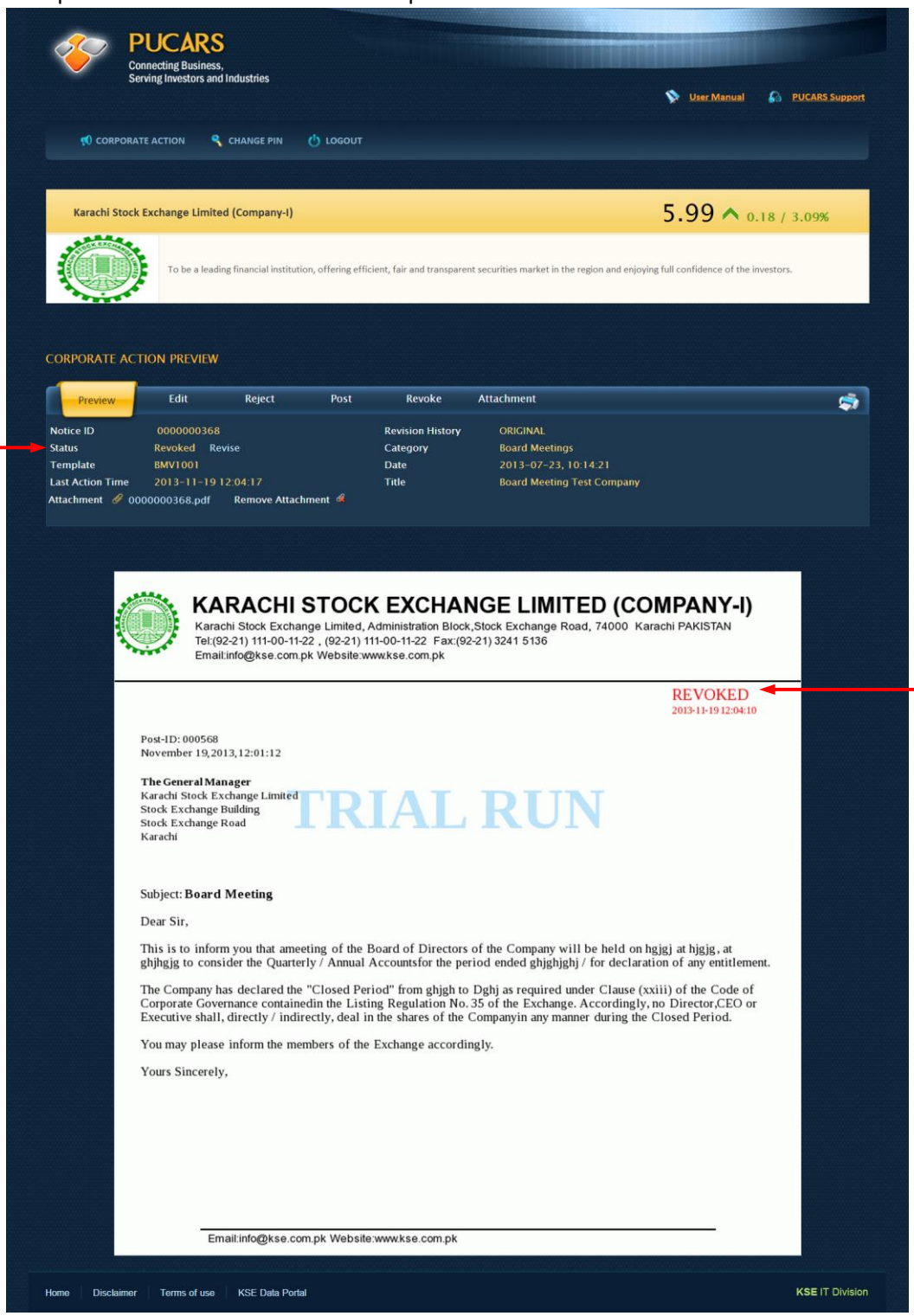

Pre-Revoke Alert
Enter PIN:
After revoking this Corporate Action, it will be marked as REVOKED and will remain visible at public interface. Later on a revised Corporate Action can be posted against it.
Would you like to revoke this Corporate Action?
YES
NO

Figure 43: Revoke Confirmation Alert Screen

- User enters PIN code in "Enter PIN" field.

- User presses “Yes” button to revoke the Corporate Action.
- *System sends a revoked copy of the Corporate Action to all the required participants and it remained visible to the public with Revoke status.*
- User presses “Preview” button to see updated status.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User Manual
PUCARS Support
CORPORATE ACTION
CHANGE PIN
LOGOUT
Karachi Stock Exchange Limited (Company-I)
5.99
0.18 / 3.09%
To be a leading financial institution, offering efficient, fair and transparent securities market in the region and enjoying full confidence of the investors.
CORPORATE ACTION PREVIEW
Preview
Edit
Reject
Post
Revoke
Attachment
Notice ID 0000000368
Status Revoked Revise
Template BMV1001
Last Action Time 2013-11-19 12:04:17
Attachment 0000000368.pdf Remove Attachment
Revision History ORIGINAL
Category Board Meetings
Date 2013-07-23, 10:14:21
Title Board Meeting Test Company
KARACHI STOCK EXCHANGE LIMITED (COMPANY-I)
Karachi Stock Exchange Limited, Administration Block,Stock Exchange Road, 74000 Karachi PAKISTAN
Tel:(92-21) 111-00-11-22 , (92-21) 111-00-11-22 Fax:(92-21) 3241 5136
Email:info@kse.com.pk Website:www.kse.com.pk
REVOKED
2013-11-19 12:04:10
Post-ID: 000568
November 19,2013,12:01:12
The General Manager
Karachi Stock Exchange Limited
Stock Exchange Building
Stock Exchange Road
Karachi
TRIAL RUN
Subject: Board Meeting
Dear Sir,
This is to inform you that ameeting of the Board of Directors of the Company will be held on hgjgj at hjgjg, at ghjhgjg to consider the Quarterly / Annual Accountsfor the period ended ghjghjghj / for declaration of any entitlement.
The Company has declared the "Closed Period" from ghjgh to Dghj as required under Clause (xxiii) of the Code of Corporate Governance containedin the Listing Regulation No. 35 of the Exchange. Accordingly, no Director,CEO or Executive shall, directly / indirectly, deal in the shares of the Companyin any manner during the Closed Period.
You may please inform the members of the Exchange accordingly.
Yours Sincerely,
Email:info@kse.com.pk Website:www.kse.com.pk
Home
Disclaimer
Terms of use
KSE Data Portal
KSE IT Division

Figure 44: Updated Revoked Status Screen

- Corporate Action preview displays the Corporate Action text with a word “Revoked” as appeared on top of the Corporate Action in distinguished color.

- User receives a system generated acknowledgement email from PUCAR administrator for Corporate Action publishing.

System allows revision and republishing facilities to the said revoked Corporate Action if required.

Figure 45: Revision Required for Revoked Corporate Action Screen

- User clicks on "Revise" link.
- *System opens the Corporate Action in Edit mode with status "New" and user is allowed to edit the message as desired. The Corporate Action is tagged as "Revised" as written on top of the Corporate Action text in distinguished color.*
- User may apply all the previously mentioned operations to the Corporate Action when desired.

6. The user presses Attachment button.

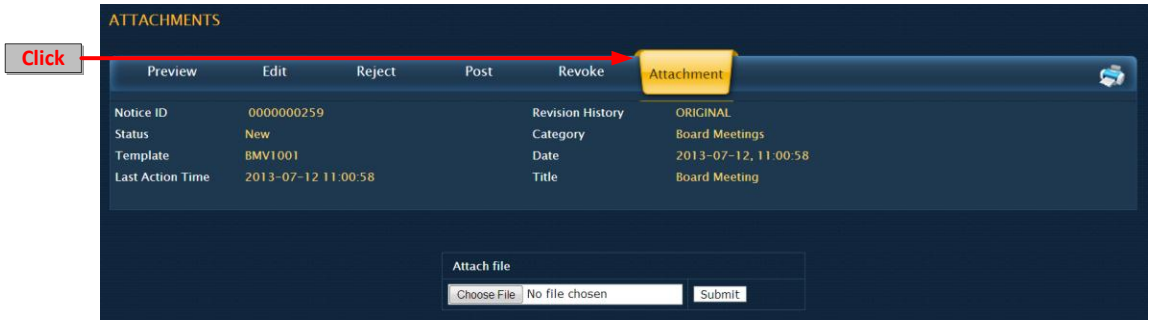

Figure 46: Attachment Button of Corporate Action Preview Screen

Attachment functionality is used to attach a document with a Corporate Action. This will be used only when the message is in New (or Revision) states.

- User presses Attachment button to attach a document with the Corporate Action.
- *System displays file selection and submit fields and button as appeared on the bottom*.

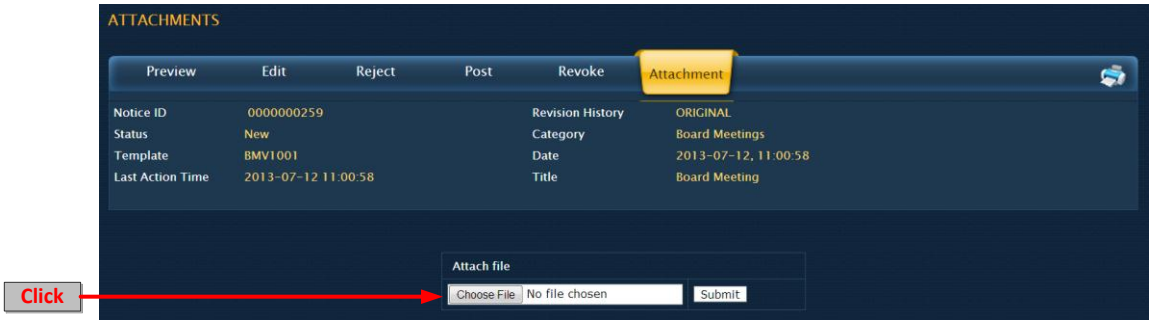

Figure 47: File Selection for Attachment Screen

- User presses “Choose File” button.
- *System displays a dialog box asking to select a file.*
- User selects desired file for attachment and press “Submit” button.

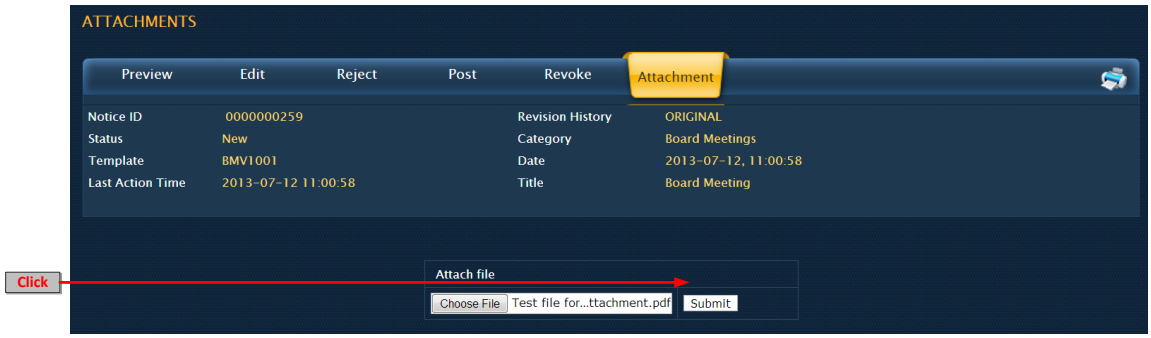

Figure 48: Submit Button for File Attachment

- *System attaches selected file with the Corporate Action and shows it on Corporate Action preview screens.*

Figure 49: Attached File in Corporate Action Preview Screen

Only PDF and ZIP file types are allowed to be attached.

- User press “Remove Attachment” button.

Figure 50: Attached File removal from Corporate Action Preview Screen

- *System removes the attached file from Corporate Action.*

7. The user clicks the Print button.

Print button is used to print the currently selected Corporate Action.

- User press Print button.

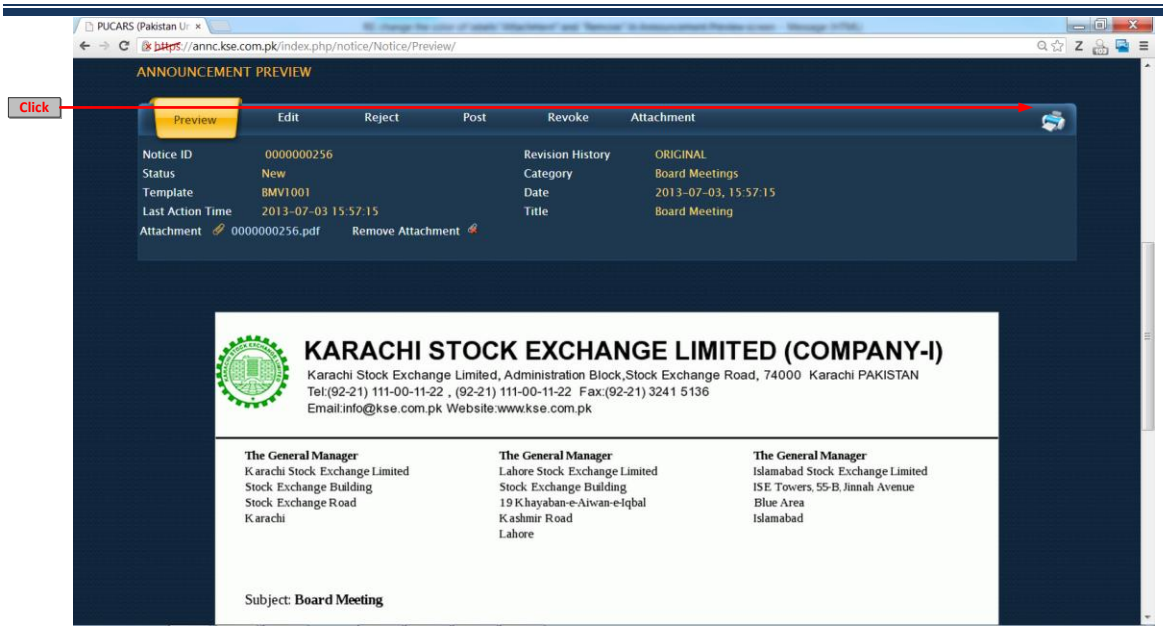

Figure 51: Print Corporate Action

- *System opens a print dialog for printing or canceling the Corporate Action. User may wish to continue printing the Corporate Action or cancel it.*

	User may only take pint out of the Corporate Action in Corporate Action Preview functionality

3.8. Change PIN

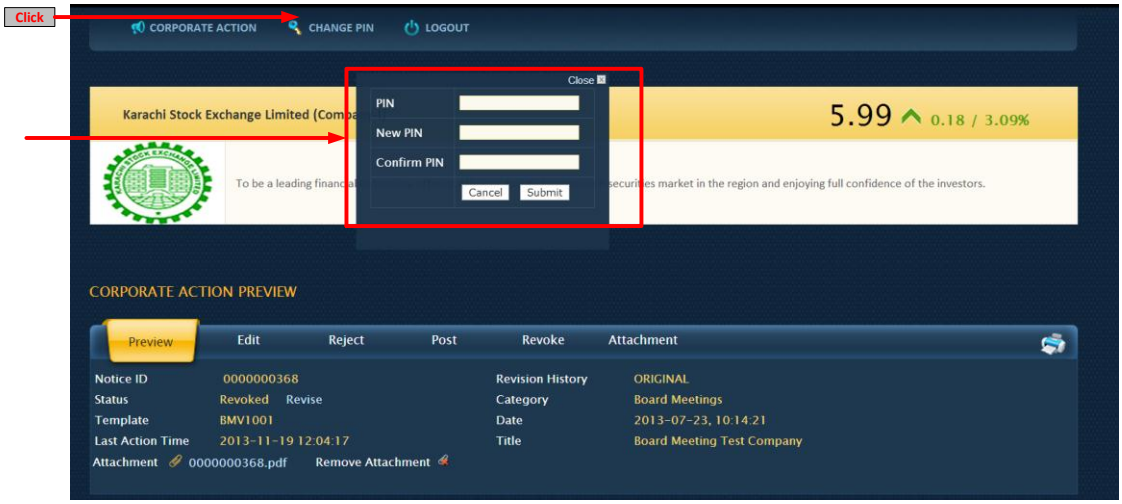

Figure 52: Change PIN Screen

The "Change PIN" functionality is used to change his/her PIN code. PIN code is used in functionalities Post Corporate Action and Revoke Corporate Action.

To invoke this functionality:

1. User clicks on the "Change PIN" menu item as appeared in the menu.

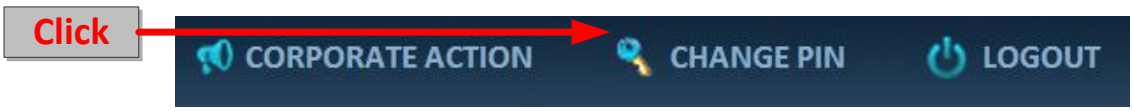

Figure 53: Change PIN Invocation

To use this functionality, user interacts with following fields:

1. The user enters existing PIN code in PIN field.

PIN field is used to enter existing PIN code.

- User enters existing PIN code in the field.

2. The user enters new PIN code in "New PIN" field.

"New PIN" field is used to enter new PIN code.

- User wishes to enter. User enters new PIN code in the field.

3. The user enters New PIN code in "Confirm PIN" field.

"Confirm PIN" field is used to verify whether PIN code enters in this field and "New PIN" field are same.

- User enters the code he/she enters in "New PIN" code field.

4. The user press Submit button.

Submit button is used to submit the change PIN code request to the system.

- User clicks on Submit button field
- *On successful submission, system assigns new PIN code to the user and displays a confirmation message showing that PIN has been changed successfully.*

System will not change PIN if

1. Wrong existing value is entered in PIN field.
2. New PIN is not same as entered in "Confirmed PIN" field.
3. Existing and New PINs are same.

3.9. Logout

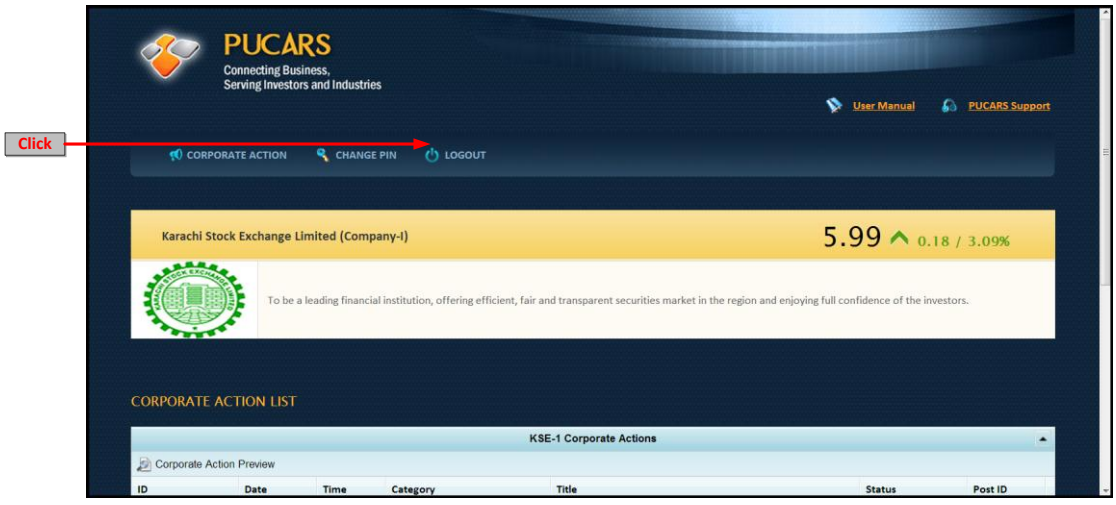

Figure 54: Logout functionality

The Logout functionality allows the user to logout from the application. User may logout from any time he/she wishes while working on any screen.

To invoke this functionality:

1. User clicks on the Logout button as appeared in the menu.

To log out of the application, user interacts with following fields:

1. The user presses Logout menu item.

Logout button is used to get the user logged out of the application.

- User presses the Logout button.

Figure 55: Logout Invocation

- *System gets the user logged out of the application and shows login screen to the user.*

Appendix 1 RSA SecurID token

The RSA SecurID is an industry leading two factors and one time passcode authentication mechanism. The use of RSA SecurID token keeps the users away from writing their passcodes on papers and forgetting to change them periodically. As using RSA SecurID token, the passcode changes every 60 seconds automatically and is displayed on the token screen. It also ensures that the predefined user is the same user who is using the token.

Appendix 1.1 Token Operations

Step 1 – Enter your User Id and Passcode in the login screen. For a given User Id, Passcode is a six (6) digit number as displayed on the token, and only valid for the PUCAR application.

The figure given blow shows a snap of RSA SecureID token and meanings of displayed fields:

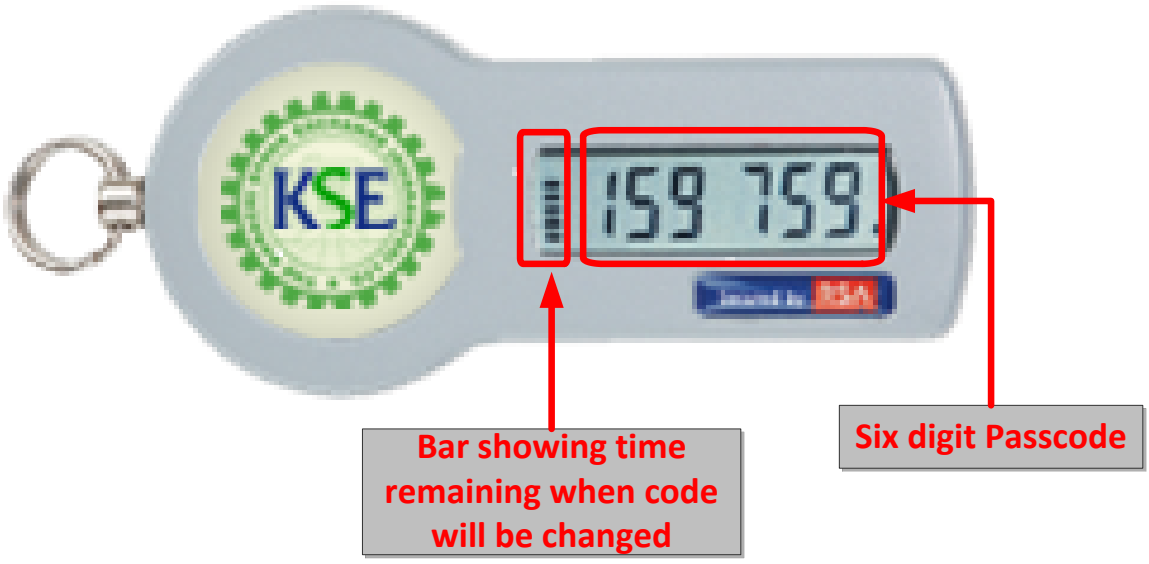

Figure 56: RSA SecurID Token

Step 2 – After successful login, the user can proceed with the PUCAR application.

Appendix 1.2 Definitions, Terminology and Tips of RSA Token:

1. **RSA SecurID token** means the token.
2. **Username** means the User Id of PUCAR.
3. **Bar time** means the time remaining to display the next Passcode. It displays the approximate remaining time for the next Passcode to appear on the screen. The next Passcode is issued exactly after 60 seconds, and will be usable for next 60 seconds. There are five steps in a bar and each step in the bar represents 12 seconds.
4. If the "bar time" displays only one bar, user is suggested to wait until a new number is displayed, to avoid unsuccessful login attempt.
5. After five (5) consecutive unsuccessful login attempts with incorrect passcode, user account will be locked out.

6. **Token Serial Number** means the nine (9) digit token serial number as printed on the backside of the token.
7. The Passcode cannot be re-used. Once entered or expired on the token display, it shall not be usable.
8. For unlocking the user account, or any other issue contact KSE IT helpdesk.
9. In case of lockout or other technical issues, KSE IT helpdesk personnel may ask for token information.

Appendix 1.3 Token Handling Instructions

DO's
1. Users have to input the six (6) digits Passcode in the Passcode field of login screen. 2. Each RSA token should be exclusively used for which it is issued. 3. Tokens should be kept at a secure place. 4. In case if token is lost, damaged or malfunctioning, the KSE IT helpdesk should immediately be informed for further actions.

Don'ts
1. Keep the token away from high temperature, liquids and moist surface. 2. Do not drop. 3. The token shall not be tampered for any reason. 4. Any token information shall never be communicated to any unauthorized persons over any medium at any point in time. The KSE IT helpdesk are only exception to this.